

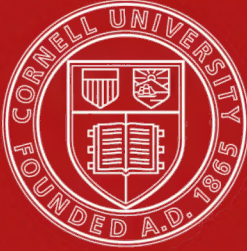
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STANDARD SPECIFICATIONS
FOR
PERSONAL SERVICE

PREPARED BY

The Bureau of Standards

FOR THE -

Board of Estimate and Apportionment of the City of New York

June, 1916

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This restricted edition of the proposed standard specifications covering duties, titles, compensation and qualifications of employes is published by the Committee on Salaries and Grades as a final draft embodying such changes as have been indicated by more than a year of current practical application.

The Board of Estimate and Apportionment will hold public hearings on the specifications. These hearings will be duly advertised in the City Record.

WILLIAM A. PRENDERGAST, Chairman,
Comptroller.

JOHN PURROY MITCHEL,
Mayor.

LEWIS POUNDS,
President, Borough of Brooklyn.

INTRODUCTORY STATEMENT

The standard specifications for personal service aim to furnish a simple and logical classification of all employments in the city government, with general descriptions of duties, appropriate titles and rates of compensation, and conditions governing initial appointment, advancement and promotion as a basis for appropriation and current fiscal and civil service control and for information to present and prospective employees and the public.

1. BASIS OF CLASSIFICATION—

The general classification proposed is in the form of grand divisions called Services, divisions of Services called Groups, and Grades within Groups. The following are the definitions of these terms:

Service—

The term "Service" is used to designate the broadest convenient division of related offices and employments determined irrespective of the legal class to which they belong, such as Professional Service, Inspectional Service, Clerical Service.

All employments have been divided into the following services:

- Executive
- Legislative
- Judicial
- Professional
- Sub-Professional
- Investigational
- Educational
- Clerical
- Inspectional
- Custodial
- Institutional
- Police
- Fire
- Street Cleaning
- Skilled Trades
- Unskilled and Miscellaneous Supervisory

Group—

The term "Group" is used to designate a subdivision of a service established for the purpose of distinguishing the work or duties generally performed in the same profession, vocation, trade or calling, such as:

- Physician Group
- Bookkeeper Group
- Prison Keeper Group

Grade—

The term "Grade" is used to designate a subdivision of a group distinguishing the specific quality of work or duties to be performed by individual officers or employes and an appropriate range of salary, the distinctions between grades being based upon clearly discernible differences in the importance, difficulty, responsibility and value of the work.

Discussion and Explanation of Services—

The services which have been adopted do not represent the only possible divisions of employments, but they seem to be those which are best suited to the needs of New York City. It will be seen that although the theory of standardization is that the divisions are along functional rather than departmental lines, it was not possible to maintain this distinction in all cases.

The EXECUTIVE SERVICE includes only the functions of the executive heads of departments, in all cases elective or appointive officers. It is, however, recommended that the secretaries of departments who are at present exempt officers should in future be classified as competitive in order to provide for a high permanent officer in each department, who will not be affected by change of administration.

The LEGISLATIVE SERVICE includes the functions of the board of aldermen, and the JUDICIAL SERVICE those of the judges and magistrates. Up to the present time no recommendation as to salary has been made for these services. They are included more for the purpose of providing a complete classification of all employments than with any immediate prospect of adjusting the present salaries. These services may be completed at any time in the future.

The PROFESSIONAL SERVICE includes only the recognized professional employments requiring such high qualifications of professional training and experience as clearly differentiate them from employments in the sub-professional service. The SUB-PROFESSIONAL SERVICE includes positions as assistants to members of the professions, such as draftsmen, laboratory assistants, law clerks, etc., who should have an opportunity to graduate into the professional ranks, but should not be classified or paid on a professional basis.

The INVESTIGATIONAL SERVICE includes the higher type of examining and investigational work in central staff agencies and in public charitable and social work.

The EDUCATIONAL SERVICE as presented includes only positions as industrial instructors, recreation instructors and other miscellaneous instructors. The main body of teachers is at present under the control of the Board of Education and their salaries are fixed by law. At some time in the future it may be thought advisable to bring the salaries of these teachers under the control of the Board of Estimate and Apportionment.

The reasons for creating the CLERICAL SERVICE are obvious. The word "clerical" is a very comprehensive term and under it are included all kinds of office work not requiring particular training and skill of the kinds set forth in the other services.

The INSPECTIONAL SERVICE includes health, trade, building, public works, safety and other inspections involving observation and inquiry of a more routine and stereotyped nature than that included in the investigational service.

The CUSTODIAL SERVICE includes work closely related to laboring work, but of a character involving the custody of public property, such as the work of caretakers, janitors, watchmen, storekeepers, bridgetenders, animal keepers, etc.

The INSTITUTIONAL SERVICE is another service which is not entirely functional and does not include all employes in the city performing a certain kind of work. It includes in general all positions in institutions other than those involving professional work, from helpers and artisans up to and including lay administrators. A helper in an institution who receives maintenance may be doing work very similar to that of a laborer or skilled laborer in other departments, but the conditions of employment and salary are so different from those of employes in other departments as to constitute for purposes of classification a separate and distinct kind of employment.

The POLICE, FIRE and STREET CLEANING SERVICES consist of the largest specialized uniformed forces of the city. It is true that the duties of the rank and file of the street cleaning department are very similar to those of laborers and that the duties of the police are similar to those of inspectors, investigators and watchmen, but these forces have peculiar identities and duties of their own, and no purpose could be served by classifying them otherwise than separately. The police and fire services are not yet ready for final printing and are not included in this volume.

The SKILLED TRADES SERVICE includes the recognized skilled trades, mostly unionized trades, and, in addition, a few classes of technical employes, such as fire telegraph despatchers and employes on city boats, who have been placed in this service because the work is more closely related to the skilled trades than to any other class of employment in the city service. There is a great advantage in keeping the skilled trades, particularly the unionized trades, together, since the problem of determining prevailing rates or of setting up annual salaries for these employes should be dealt with as a whole.

The UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE includes positions as laborers, park workers, drivers, hostlers, stablemen, cleaners and miscellaneous supervisors of laborers not included in the skilled trades service or the custodial service, in general, employments requiring manual strength or the ability to supervise manual workers.

Provision was originally made for a managerial service to include administrative offices other than those of the highest executives, such as superintendents of bureaus of public buildings and offices, ferries and parks, the chief of the fire prevention bureau, etc., with the idea that these positions, although associated with particular groups in other services (for example, the heads of the bureaus of buildings with the inspectors of buildings in the inspectional service, the chief of the fire prevention bureau with the inspectors of fire prevention, the head of the bureau of public buildings and offices with the caretakers and janitors of these buildings) are not in the line of promotion in these other services, but are

positions for which general administrative ability and experience constitute the primary qualifications, rather than experience along any particular specialized lines. However, after considerable discussion it was decided to abandon this service because it was found impossible to limit the number of positions included in it and because it complicated the classification. It was also found that a considerable number of these administrative positions, although now appointive, might at some time in the future be filled by promotion from positions of lower but corresponding character. Moreover, in fixing salaries these positions could not be considered as isolated administrative positions, but had to be considered in relation to the groups of employees under supervision. It was, therefore, finally decided to place these positions at the head of the groups with which they are most closely associated. For example, the caretaker group in the custodial service includes positions all the way from that of caretaker or janitor to that of superintendent of public buildings and offices, even though the superintendent of public buildings and offices is at present an exempt officer appointed not because he has had experience in the lower grades, but because in the opinion of the appointing officer he has sufficient administrative ability to take charge of the maintenance of public buildings.

2. BASIS OF DESCRIPTIONS OF DUTIES—

The descriptions of duties have been drafted as the result of exhaustive studies of work performed and required in existing positions throughout the various departments and offices of the city government. These studies have been supplemented by conferences with department heads and other employees.

An attempt has been made to make the descriptions of duties as clear and concise as possible. It was not thought wise to introduce too much detail because the details of duties attached to a particular position are necessarily variable, because only a general description is required in order to identify and appraise a position and because space and time are saved by cutting down all descriptions to absolute essentials. However, in order that no differences of opinion may arise in appraising positions, specific examples of work performed have been given, where necessary, to amplify and illustrate the duties definitions. In addition, the notes opposite certain grades include references to the titles and location of existing positions appraised in these grades.

3. BASIS OF DETERMINATION OF TITLES—

The standard titles have been determined in accordance with the following principles and are approved by the Municipal Civil Service Commission:

(a) Titles have been made descriptive of duties. Long titles have been avoided. Such qualifying words as "expert" have not been used.

(b) Titles have been made generic wherever possible, such as Chief Clerk, Senior Clerk, Clerk, Assistant Clerk, Junior Clerk, or Chief Engineer, Engineer, Senior Assistant Engineer, Assistant Engineer, Junior Engineer. Where specialized titles are required, they have been created by adding descriptive words after the generic title. For example, if a specialized position

requiring the services of an assistant engineer conversant with fire telegraph installation is to be created, the title should be Assistant Engineer (Fire Telegraph) and *not* Fire Telegraph Expert or Fire Telegraph Engineer. In this way, in all but a few cases, the titles will immediately identify the rank and grade of an employe and the specialized field in which he is qualified will be indicated by a word or words in brackets.

4. BASIS OF RATES OF COMPENSATION—

The rates of compensation which the Bureau of Standards recommends are based upon the following factors:

(a) The Market Value of the Particular Kind of Work Performed.

In determining this, inquiries were made of leading corporations, such as the insurance companies and public utility corporations, department stores, large contractors, charitable organizations, business and banking houses in the City of New York and in other places where work and living conditions were thought to be comparable. Inquiries were also made to determine the rates of compensation in the national government and in the larger American city and state governments, especially where scientific methods have been employed to determine salaries. It has been found unwise to use rates paid in other government units without careful consideration of differences in local conditions and methods adopted in fixing rates. The rates paid in private corporations in the City of New York have been of greater value. Studies have also been made of rates and conditions governing advancement in European cities.*

There are, however, numerous positions in the city service not found in private employment, or differing from positions with the same or related titles in private employment in so many essentials that comparisons in salary are often of apparent rather than real value. For example, although Fire Telegraph Despatchers are performing work similar in some respects to the work of ordinary telegraph despatchers and train despatchers, a large part of their duties is peculiar to a city fire alarm system. The fixation of their compensation by comparison with private employment without regard to their peculiar duties would be unfair and inaccurate. The difference is even more marked in the supervisory positions in the city fire alarm system.

(b) Conditions Peculiar to Government Service in General.

Excepting a relatively small number of positions, the city service is not at the present time attractive to the best talent in professional life, business, universities and schools. Advancement and promotion are slow, and it is generally believed that they are not based solely upon merit. In the case of many positions private employers do not regard experience in the city gov-

* For Salary Schedules in Frankfort-on-the-Main, Germany, see Appendix F of Report on Cost of Living for an Unskilled Laborer's Family in New York City, published by the Bureau of Standards. Copies of this pamphlet are available for distribution.

ernment as a good recommendation. Many persons, particularly ambitious young men, do not think that as good experience can be gained in the city service under existing conditions of leadership and working standards as in private employment in which proper leadership and severe working standards are an economic necessity. It is the prevailing opinion outside of the city government itself that the business of the city is not transacted as efficiently as the business of large private employers. Many persons refuse to enter the city service because they do not wish to submit to civil service examinations for initial appointment or promotion. In many branches private business offers far greater opportunities for conspicuous material success than governmental employment. Great improvements have undoubtedly been made in the city government in these respects, but the fact still remains that it is necessary to pay higher rates than those paid in the most progressive private employments if it is hoped to attract and retain equally competent employees.

(c) Adverse Conditions Surrounding Certain Employments in the City Service.

There are, in connection with certain positions, conditions of location, housing, long hours and surroundings which have had a direct bearing upon the rates of compensation finally recommended. This is especially true in the case of institutional employees. The remote location of institutions, the unpleasant character of inmates and patients, poorly prepared food, bad physical conditions, overcrowding, undesirable associates in dormitories and rooms have been some of the causes which have contributed to the refusal of properly qualified and respectable persons to enter and remain in the institutional service.*

While some of these conditions have been improved, and will no doubt continue to improve, there are others, such as remote location and the character of inmates and patients, which will remain. As a result, the rates for some of the domestics and helpers in city institutions must be higher than those in private hospitals and institutions. On the other hand, there are employes in institutions, such as male helpers and artisans, who will render satisfactory service at rates considerably lower than those received by persons performing similar work in private employment and even in other branches of the city service. For example, there are persons who have some skill and experience in carpentry, plumbing and other skilled trades, but who, on account of age, lack of ambition and other causes, are willing to accept employment at low salaries in institutions where they will receive maintenance. These persons in many cases render satisfactory service in the current upkeep and repair of the physical plant.

In fixing the salaries for almost all the lower class of help in institutions, provision has been made for an additional allowance of \$240 annually, in lieu of maintenance, so that as many employes as possible may live outside

* See a Brief Report on the Institutional Helper Problem, published with the specifications for the Institutional Service by the Bureau of Standards. Copies of this pamphlet are available for distribution.

the institutions. In many cases a more desirable class of help can be secured where residence is not required and a satisfactory allowance is made in lieu of maintenance. The reduction of the number of persons maintained in institutions obviates overcrowding, lightens the administrative burden of the heads of institutions, and effects considerable economy for the city.

(d) Peculiarly Favorable Conditions Surrounding Certain Employments in the City Service.

In a large number of employments in the city service, hours of work, physical surroundings and provisions for vacations and sick leave are more favorable than those found in private employment. There are certain employments, particularly in the skilled trades, in which the city is an unnecessarily generous employer. The city is employing a large number of skilled workmen from 278 to 365 days a year and paying them the prevailing rate for each day. Some of these employes are kept at work of minor importance when there is not a full day's work in their particular trade. A number of employes who nominally work every day in the year, such as Stationary Engineers and Firemen, are, in fact, relieved three or four days a month.

The rate which the city pays is based upon Section 3 of Article 2 of the New York State Labor Law, commonly called the prevailing rates of wages law. In the absence of any recognized definite procedure governing the determination of the prevailing rate and in the absence of regular investigations by city examiners, the city has in many cases paid a rate which is not the prevailing rate but the union rate. Moreover, the prevailing rate of wages law did not contemplate regular annual employment. It is obvious that the prevailing rate in the skilled trades is high, largely because the work is seasonal, resulting in long periods of idleness and unemployment. In the case of city employment, however, a great many skilled laborers are not subject to any trade fluctuations, but are employed constantly. The Bureau of Standards has made a detailed study of this wage and salary problem in the skilled trades. The following are the conclusions reached by the Bureau of Standards as to the fixation of rates for the Skilled Trades and Unskilled and Miscellaneous Supervisory Services:

(1) The prevailing rate is the rate paid to the majority, expressed in terms as a rate per hour, per day or per month, according to the custom of the trade. If no one rate is received by a majority, the prevailing rate is the rate received by the largest number, provided that this number is considerably larger than the number receiving any other rate. However, in the case of several different rates with almost equal numbers receiving each rate, the most reasonable solution would appear to be to take the average of all the rates. The State Labor Law requires that the wages paid by the city government be based upon a daily rate. This law would appear, however, to have no bearing on an annual salary.

(2) The union rate is a rate set up by the union, which may or may not be a prevailing rate. In a large number of cases it is not a prevailing rate, but simply a rate which the union attempts to enforce. The fact that the union establishes a certain rate is in itself no proof that this is the prevailing

rate. Investigation has disclosed the fact that in several cases unions are able to enforce higher rates upon small employers and upon isolated individuals who require services on small jobs, which the large employers do not recognize and do not pay. On the other hand, there is a considerable number of cases in which the union rate appears to be the prevailing rate. Pending a complete investigation, the Bureau of Standards has for the time being in the majority of cases recommended the union rates for seasonal work and for temporary employment.

(3) Laborers, workmen and mechanics may legally be employed at a fixed annual salary, in which case the provisions of the labor law as to the prevailing rate of wages do not apply. It is a question of policy for the Board of Estimate and Apportionment to decide, whether an annual or a per diem rate shall be paid in the skilled trades. These annual salaries are to be fixed in the usual way under Section 56 of the Charter. The city may set up a range of annual compensation with advancement based upon length of satisfactory service. In fixing this range of annual compensation, the same effort should be made as in the case of other annual employments to discover the annual rates being paid by private employers. The maximum rate in this scale should be somewhat lower than the prevailing rate multiplied by the number of days of work, consideration being given to continuity of employment, vacations, sick leave and the possibility of pension.

(4) The city should make inquiry at least once every two years to discover what is the prevailing rate. This information can be obtained most readily by co-operating with the State Industrial Commission in sending questionnaires to employers. Co-operation with the state department will insure from employers compliance with this request for information. No municipal body, however, is authorized to make the final and conclusive determination as to the rates of wages. An employee may at any time question the correctness of the rate as provisionally fixed and may take the matter to the courts for decision. However, an employee who accepts the rate as provisionally fixed without protest waives his right to any greater sum. Whenever a claim is made, supported by evidence that there has been a considerable change in the rate, the city should endeavor to revise this provisional rate in conformity with the facts developed by a special investigation.

(e) The Assumption That New York City Wishes, as Far as It Is Financially Able, to Be a Model Employer.

In those employments in which private corporations are paying inadequate salaries or taking advantage of unemployment and other market conditions, the Bureau of Standards has recommended salaries considerably higher than private corporations pay. For example, the almost uniform rate of \$2.50 a day which has been paid by the City of New York to its unskilled laborers for some years was never based upon the rate prevailing in private employment in and in the neighborhood of the city. Moreover, even this prevailing rate in private employment has been invariably determined by market conditions, that is, by the lowest rate for which satisfactory labor service can be purchased at any given time. It has not been based in any way

upon minimum wage principles or upon studies of the cost of living, although these elements have entered indirectly into the willingness of the laborer to accept the prevailing rate. Upon the theory that the City of New York wishes to pay its employes salaries or wages which bear a proper relation to the salaries or wages prevailing among representative private employers, and at the same time wishes itself to be a model employer, the Bureau of Standards, at the suggestion of the Bureau of Municipal Research, decided that it was essential to make a study of the cost of living for unskilled laborers in the City of New York. A separate report on this subject was made by the Bureau of Standards with the assistance of the Bureau of Municipal Research.* This report has gone into a second edition and has been in considerable demand in all parts of the country.

The conclusions drawn in this report are that below \$840 a year an unskilled laborer's family of five persons cannot maintain a standard of living consistent with American ideas. As a practical application of this conclusion no maximum rate below \$840 has been recommended for the rank and file of the Street Cleaning Department and the Bureaus of Street Cleaning in Queens and Richmond, for unskilled laborers, stablemen, hostlers, drivers, and other unskilled manual workers.

(f) The Theory That a Range of Salary Rather Than a Fixed Rate Should Be Established for All Grades in the City Service.

The experience of the most progressive private corporations and governments in this and other countries indicates that even if it is possible to determine exactly the value of a particular position, it is nevertheless preferable to establish a range of salary with a minimum compensation somewhat below and a maximum somewhat above that exact value. This range of salary reflects the fact that in many cases an employe enters a position with relatively little experience and that through application and experience over a considerable period of time his usefulness increases to its maximum value. Advancement within this range of salary from the minimum to the maximum is held out as an incentive to efficient service. In the case of a classification of city employments in which a number of positions of similar but not identical value must necessarily be placed in the same grade, it is absolutely essential that there should be a range of salary fixed for the grade, the minimum of which should be a proper minimum for the least important position in the grade and the maximum of which should be a proper maximum for the most important position in the grade. In the lower grades, all positions are usually worth from the minimum to the maximum compensation, assuming that the quality and quantity of service rendered by the incumbents are up to standard. However, in the higher grades, where positions within the same grade frequently differ in importance and value irrespective of the efficiency of the incumbents, the maximum rate and, in some cases, the initial rate must be determined upon the basis of a specific appraisal of the value of the position

* See Report on The Cost of Living for an Unskilled Laborer's Family in New York City. Copies of this pamphlet are available for distribution.

in question. The principle involved has long been recognized by implication in the grades established by the Municipal Civil Service Commission. Under the rules of the Commission persons who are successful in passing the qualifying tests become eligible for salaries between a minimum and a maximum. It should be added that the ranges of salary proposed as compensation rates by the Bureau of Standards have been set up on parallel lines to the qualification requirements recognized by the Municipal Civil Service Commission.

(g) The Establishment of a Proper Pension System.

There are at the present time separate pension funds for several groups of employes and a general pension provision under the so-called Grady law covering all employes other than those provided for under the special fund. The Grady law provides for retirement on account of disability at the end of thirty years of service. A number of the separate pension funds are bankrupt or actuarially unsound. The Commission on Pensions will ultimately prepare a plan which will undoubtedly confer greater benefits than now accrue to the average employe through the provisions of the Grady law. The present pension conditions and future pension plans of the city have been borne in mind in connection with the fixation of rates and conditions governing advancement throughout the service.

(h) The Simplification of Accounting and Payroll Audit.

For this purpose all rates are exact multiples of twelve. This will simplify accounting and payroll methods in almost all cases. Where the accounting and payroll system is based on an hourly rate, as in the Street Cleaning Department, the proposed rates are not ideal. In this case, however, it was decided that the adoption of a system of rates divisible by 313 days and 8 hours a day would involve difficulties and expenditures out of proportion to the accounting and payroll advantages.

5. BASIS OF CONDITIONS GOVERNING INITIAL APPOINTMENT AND PROMOTION—

The qualifications required for original appointment and promotion have been discussed at numerous conferences with heads of departments and employes, and have been agreed to by the Municipal Civil Service Commission. The qualifications for initial appointment as originally proposed by the Bureau of Standards were more definite and stringent than those which now appear in the second edition. The change is due to the fact that the Municipal Civil Service Commission has objected to those qualifications which were too specific and inelastic. For example, the Municipal Civil Service Commission has objected to qualifications for entrance which prescribe exactly the kind and length of study and experience required for positions not of a distinctly professional or highly technical character on the ground that many desirable persons might be excluded through such qualifications. The intention of the Commission is not that entrance requirements should be lowered, but that sufficiently flexible rules should be established governing these requirements to allow a final decision to be made as to minimum qualifications before each examination is advertised.

At least one of the objections to higher experience requirements in civil

service examinations has been removed by the establishment of proper salary rates. Up to the present time the Municipal Civil Service Commission has been greatly handicapped in holding examinations for some positions by the low salaries offered. The proposed new salary rates should attract a very desirable class of candidates in all examinations. It now rests with the Municipal Civil Service Commission to establish such experience requirements and examination and rating standards for entrance and promotion, and to hold examinations at such intervals as will insure the appointment and promotion of persons qualified to receive the standard salary rates which the Board of Estimate and Apportionment is willing to pay.

The history of the existing 1st Grade Clerk list affords an example of the necessity of higher standards in civil service examinations. In the examination held in May, 1913, the subjects and requirements were inadequate. The rating standards were low; the age requirements were from 14 to 18. The result was that of 3731 who took the mental examination, 3121 candidates passed. The list was promulgated in December, 1913, and has therefore been in existence over two years. Candidates as low on the list as No. 1280 have been certified for appointment. Some of these candidates who took the examination at the age of 17 or over are now 20 years old. The salary range of \$300 to \$540 recommended by the Bureau of Standards should attract a very high type of office boy. This range was not, however, established for an incumbent 20 years old who during the three years which have elapsed since he took the examination has made so little progress that he is willing to accept a position as office boy at a salary of \$300. As soon as certain legal obstacles have been removed the present Civil Service Commissioners will hold a new examination for 1st Grade Clerk with proper age, educational and examination requirements and rating standards. It is intended to hold this examination at least once every two years.

Under present pension conditions, age requirements should receive much greater emphasis than they have received in the past. Up to the present time, excepting positions for which there is a statutory limit of age at entrance into the service, age requirements have been set up with the sole idea of immediate fitness to perform the duties of the position. In the absence of provision for compulsory retirement, a large number of employes who enter the service late in life remain in the service after their mental and physical powers have become impaired. Pending the adoption by the Board of Estimate and Apportionment of a sound pension plan for the whole city, the question of proper age requirements for entrance into the city service should be discussed by representatives of the Board of Estimate and Apportionment, the Commission on Pensions and the Municipal Civil Service Commission.

6. BASIS OF CONDITIONS GOVERNING ADVANCEMENT, I. E., OF SALARY INCREASES WITHIN GRADE—

The amount of increase, that is, the difference between one salary rate and the next salary rate, is based upon a table which has been applied, with some exceptions, to all groups. This amount represents about 10 per cent. of the average of the salary range in question.*

* See page 25.

There are several possible methods of granting increases in salary :

(a) They may be entirely subject each year, as regards the individuals benefited and the amount of increase, to the recommendation of the head of each department based on whatever principle or method he and his advisers or superiors may choose to apply and to agreement with these recommendations by the appropriating bodies. This is the old method of granting increases which is still in use in the majority of the departments.

(b) They may be mandatory as in the case of uniformed firemen whose salary increases are provided for by law.

(c) They may be automatic as in the case of patrolmen in the police department. In this case the amount of increase and minimum time of service are fixed in the Charter. Recently it has been the policy of the Commissioner and the appropriating bodies to give everyone who is eligible an increase.

(d) They may be based upon service records, the amount of money available for increases being determined by accruals, the increases in the lower grades being more nearly automatic than in the higher grades and increases in the higher grades depending upon exceptional service and positive achievement rather than upon length of merely satisfactory service.

The last method is undoubtedly the only sound and scientific one and is the method recommended by the Bureau of Standards. Under this plan the increases are not mandatory or automatic, that is, they do not depend merely upon length of service. They are in all cases predicated upon a workable system of service records, such as the one which is now being developed by the Municipal Civil Service Commission.

It is recommended that increases be made only in the preparation of the annual tax budget to take effect on January 1st, excepting the lower grades in the Institutional Service in which provision is made for increases to take effect on July 1st as well as January 1st. Unless otherwise indicated, the length of service required at one rate before advancement to the next rate is one year. In certain of the lower grades the length of service required before advancement has been fixed at two or three years instead of one year. These requirements are indicated at the foot of the page in each of these grades under the heading "Special Condition Governing Advancement." The fact that the city under present financial conditions cannot possibly grant increases every year, even to deserving employes, has necessitated this two and three years' requirement. Service for two years or more is required before advancement in positions where little previous training is required or where there are small opportunities for promotion and where employes become valuable mainly through long experience in the city service. On account of the important part which individual capacity must play in determining advancement from rate to rate in the higher grades, no attempt has been made to fix the length of service required for advancement in these grades, excepting that these increases are also governed by the general rule requiring at least one year of service.

It should be distinctly understood that it is not recommended that every employe shall receive an increase in salary at the end of the periods established,

but only those giving evidence of *meritorious* service for the period required, the standard of meritorious service being progressively higher in each succeeding grade.

Because of the financial limitations which must control the appropriations recommended by the Board of Estimate and Apportionment, the standard of service entitling an employe to an increase must be determined annually for each department in the preparation of the tax budget. Conversely, employes who render exceptional service are not prevented from getting increases in less time than that established in the grade or to a rate higher than the one immediately above. Such cases are covered by a special provision governing increases to higher rates than the one immediately above and within a shorter time than that stipulated for ordinary cases.*

In a large number of cases a minimum of one year of service is required at the lower rates within a grade and of two or three years of service at the higher rates. This is done because it is desirable to afford encouragement to employes just entering the service and spreading the increases over a number of years provides an additional stimulus to maintain a proper standard of satisfactory service. Moreover, since the intermediate rates within a grade correspond most closely to the rates paid in private employment, it is at those rates that employes may properly be expected to serve the longest time.

When all increases in salaries are made to depend upon service ratings, employes will make every effort to be rated fairly, and administrative officers will ultimately give much closer thought to their administrative and judicial functions as rating officers than they now give.

The city is not without experience in the application of a proper system of increases. The present Street Cleaning Commissioner in applying the standard salary rates to the rank and file of his department has based his recommendations for salary increases entirely upon the relative service ratings of employes as determined by a new system of merits and demerits.† For example, in the case of Sweepers, the salary range is from \$720 to \$840. The increases of \$24 each are given at the end of one, two, three, five and seven years of service. An employe whose rating is below the mark which has been fixed for meritorious work will not receive an increase at the end of the stated period. Increases in salary in the Health Department have also been based upon service records and seniority. During the last two years they have to a large extent been predicated upon the amount of salary accruals. The factor of seniority has been over-emphasized, but the system has worked well. With the introduction of the new service record system and the reduction of the weight given to seniority, the Health Department will provide an example for other city departments in this respect.

The adoption of the principle of basing salary increases upon accruals through not filling vacant positions or eliminating unnecessary positions and through filling vacancies at the lowest rate in each grade will serve to encourage department heads to economize. It will also provide an adequate amount for increases in all excepting the smallest departments in which few positions can be eliminated and

* See exceptions under General Rules Governing Advancement, page 28.

† See Notice of Changes in Force in the Department of Street Cleaning, January 1, 1916.

in which there is little change in personnel. In the case of these departments, special provision must be made for increases, so that there may be no discrimination against their employes. The question of the allocation of percentages of accruals to bureaus within departments and to groups of employes within bureaus must be carefully worked out with due reference to the necessity of providing reasonably regular increases for a reasonably large proportion of employes in the lower grades.

7. USE OF SPECIFICATIONS AS A BASIS FOR APPROPRIATION AND CURRENT FISCAL CONTROL—

The proposed standard specifications and salary rates have been in practical operation in the City of New York since February 1, 1915. The immediate result of the policy adopted by the Board of Estimate and Apportionment at that time, in regard to filling positions becoming vacant, was to place a complete embargo upon the inflation of existing salaries and the fixation of salaries at unfairly high rates. Previously, the cost of employment by the city had been increasing at the rate of from two to two and one-half million dollars a year. From the time when standards were applied, there was not only a complete check on this growth in annual cost, but an actual and substantial diminution in cost, which has continued up to the present time. During the remainder of the year 1915 the current application of standard rates and standard methods to the filling of vacancies resulted in a curtailment of the personal service schedules within the control of the Board of Estimate and Apportionment of more than \$300,000. This saving is estimated without reference to the action taken by the Board of Estimate and Apportionment in preparing the budget for the year 1916, and did not involve any hardship to employes already in the service.

The Tax Budget Committee, in preparing the Budget for the year 1916, decided that it would make use of the standard specifications and salary rates in measuring all existing employment. Appraisals were made and submitted by the Bureau of Standards showing the minimum and maximum values of the work being done in all positions. Upon these appraisals the Board of Estimate and Apportionment based its official action regarding salaries. It was the feeling of the majority of the Board that a rigid application of standard rates to all salaries would bring too great hardship upon employes. The Board of Estimate and Apportionment therefore modified the appraisals to meet the particular conditions surrounding each case where the existing rate of compensation was higher than the apparent value of the work. At the same time it was decided that all employes in the departments under the control of the Board of Estimate and Apportionment who were receiving salaries lower than the minimum of the standard grade within which their positions were appraised, should be advanced to the minimum rate. New positions which were needed were provided and a large proportion of existing positions which were regarded as unnecessary were eliminated. Under the operation of this policy, approximately 5500 increases in salary were granted besides the mandatory or automatic increases for policemen, firemen and teachers. There were approximately 1100 decreases in salary, 2100 new positions added and 2800 unnecessary positions eliminated. The net saving in personal

service, excepting the salaries of policemen, firemen and teachers, was approximately \$625,000.

During 1915, the application of standard rates of compensation to the filling of vacant positions had been made by the Board of Estimate and Apportionment without regard to the necessity for filling these positions. In other words, if a position became vacant and the head of the department wished to fill it, the Board of Estimate and Apportionment concerned itself only to the extent that it should be filled under the proper title and at the proper rate. In the Budget for 1916 the Board took a further step in applying standards to vacancies, by requiring a certificate from the Committee on Salaries and Grades that the position was necessary. This rule has been in force since January 1, 1916.

Experience gained both in the current application of standards during the year 1915 and in the preparation of the budget for 1916 made it clear to the Board of Estimate and Apportionment that the greater part of the economies possible in its effort to place city employment on a proper business basis lay in the elimination of unnecessary positions rather than in the reduction of salaries. Under the close scrutiny given to the work being done by employes in the various departments, the fact was brought out more sharply than ever before that there were in almost all departments duplications of duties, indirect and cumbersome methods of work, and lack of definiteness in assignment, all of which contributed to the total expense of government. The Mayor, Comptroller and other members of the Board agreed that continuous studies should be made in the various departments under their control, with the purpose of evolving theoretically correct methods of accomplishing the work of the departments and that as fast as improvements in method were agreed upon by the departments with the assistance of the agencies of the Board of Estimate and Apportionment, there should be a gradual adoption of these improved methods as vacancies occurred in the service. Under the direction of the Budget Committee and the Committee on Salaries and Grades this procedure is being carried out by the Bureau of Standards.

The old plan of preparing budgets upon the basis of existing methods and salaries and of making only annual surface changes in these methods and salaries at budget time is being rapidly replaced by a synthetic plan based upon the actual work to be done. With an accurate knowledge of proposed work in each department, it has proved by no means difficult to determine the number and kinds of employes needed to accomplish it. The organization arrived at by this process furnishes theoretically correct schedules of personal service upon which the administrative authorities of the departments are gradually modelling their operating schedules.

8. USE OF SPECIFICATIONS AS A BASIS FOR CIVIL SERVICE CONTROL—

The present civil service classifications of positions is in need of careful revision and simplification. New and undescriptive titles have found their way into the classification during the last few years. There are positions in the exempt class which should be classified as competitive. In the absence of accepted general definitions of duties to be performed under the various titles, of a current file of duties being performed by employes and of a system of inspection and

control by examiners, employes have in many cases been assigned to duties for which they never qualified by examination. The regulations and procedure involved in the present civil service classification have become so complicated that only a few persons understand them. A new civil service classification based upon the proposed standard services, groups, grades, titles, definitions of duties, qualifications and salary limits has been agreed to by the Municipal Civil Service Commission. The Commission is also prepared to use these specifications as the basis for establishing examination standards, advertising examinations, checking payrolls and investigating the performance of work under proper title.

9. USE OF SPECIFICATIONS AS A BASIS FOR INFORMATION TO PRESENT AND PROSPECTIVE EMPLOYES AND TO THE PUBLIC—

Up to the present time there have been no definite printed regulations indicating to present and prospective employes duties, conditions of compensation and lines of advancement in the various classes of employment in the city service. The standard specifications clearly indicate duties, conditions of compensation and lines of advancement in every group in the city service, and also indicate the lines of advancement from the less important to the more important groups. For example, the lines of advancement are indicated within the Bookkeeper Group of the Clerical Service and from the Bookkeeper Group of the Clerical Service to the Accountant Group of the Professional Service. Similarly, lines of advancement are indicated within the Draftsman, Instrumentman and Law Clerk Groups of the Sub-Professional Service, and from these groups to the Engineer and Lawyer Groups of the Professional Service. This information, in addition to being published separately by the Board of Estimate and Apportionment, will be incorporated by the Municipal Civil Service Commission in a general textbook or manual which will include all material on employment in the city service of interest to present or prospective employes.

CONCLUSION—

It cannot be claimed that all the rates of compensation proposed are satisfactory to the present city employes. In the numerous conferences held by the Bureau of Standards, many employes expressed what appeared to the Bureau to be exaggerated estimates of the relative importance and value of the work they were doing. In most instances, however, both employes and superior officers, after reviewing the data upon which the proposed rates were predicated and after experience in filling positions at the proposed rates, have agreed that these rates are reasonable.

In presenting the specifications for personal service it is proper that acknowledgment should be made of the continuous and invaluable co-operation of the Bureau of Municipal Research, notably of Dr. Frederick A. Cleveland, Director, Mr. F. W. Lindars, Assistant Director, and of Mr. Robert Moses, who has been in immediate charge of that Bureau's standardization and civil service work in New York City.

GEORGE L. TIRRELL,
Director, Bureau of Standards.

PRINCIPLES GOVERNING COMPENSATION

I. Regulations Governing Amount of Increases—

The regulations governing amount of increases are embodied in the following table:

Salaries up to \$1,200.....	Advances of \$24, \$30, \$36, \$48 or \$60
Salaries from \$1,200 to \$1,800.....	Advances of \$120
Salaries from \$1,800 to \$2,400.....	Advances of \$180
Salaries from \$2,400 to \$3,600.....	Advances of \$240
Salaries from \$3,600 to \$4,800.....	Advances of \$300
Salaries from \$4,800 to \$6,120.....	Advances of \$420
Salary rates above \$6,120.....	\$6,600, \$7,200, \$7,800, \$8,400, \$9,000

No recommendation is made above \$9000, excepting in the Commissioner Group.*

The following general principles determine the amount of increase, whether \$24, \$30, \$36, \$48 or \$60, in salaries up to \$1,200:

1. \$24 increases are applied in the case of positions involving manual labor of the simplest character in the lowest grades of the Unskilled and Miscellaneous Supervisory, Skilled Trades, Institutional and Street Cleaning Services, such as Laborer, Cleaner, Deckhand, Hospital Helper and Sweeper.

2. \$30 increases are applied in the majority of positions in the Institutional Service involving domestic or handicraft work in institutions of a more difficult or supervisory character, such as Senior Artisan, Senior Helper, Cook and Graduate Hospital Attendant.

3. \$36 increases are applied in the case of positions in the lowest grades of the Custodial Service involving work requiring ability and responsibility somewhat above that required in ordinary manual labor, but not ranking with the skilled trades in these respects, such as Bridgetender, Caretaker, Morgue Keeper, Elevator Operator, etc.

4. \$48 increases are applied in the case of positions as Assistant Foreman in the Street Cleaning and Unskilled and Miscellaneous Supervisory Services.

5. \$60 increases are applied in the case of the following positions:

a. Positions in the lower grades of the Professional, Sub-Professional, Investigational, Educational, Clerical and Inspectional Services.

b. Positions in the Skilled Trades Service involving work in recognized skilled trades and similar employments, such as Carpenter, Painter, Fire Telegraph Despatcher, Motor Driver, Photographer, Plumber, etc.

c. Positions as Foreman in the Unskilled and Miscellaneous Supervisory and Street Cleaning Services.

d. Positions in the Institutional Service involving the more difficult forms of non-professional work in connection with institutions, such as Coffee Roaster, Laundryman, etc.

* See exception on page 27.

II. Exceptions to Regulations Governing Amount of Increases—

1. It has been found necessary to make special regulations governing increases from certain rates. Where there is a rate of \$1,140, \$1,740, \$2,340, \$3,480, \$3,540, \$4,620, \$4,680, \$4,740, the increase appropriate to the range immediately above has been applied. Therefore, the next rate after \$1,140 is \$1,260, after \$1,740 is \$1,920, after \$2,340 is \$2,580, after \$3,480 is \$3,780, after \$3,540 is \$3,840, after \$4,620 is \$5,040, after \$4,680 is \$5,100, after \$4,740 is \$5,160. The next rate after \$2,280 is \$2,460, unless the increase involves promotion to a higher grade, in which case the next rate is \$2,520.

2. In the case of a higher grade involving initially much greater responsibilities and much more important duties than any in the grade below, the minimum salary rate for the higher grade has been placed above the amount fixed by the general rule. For example, the maximum salary for a Head Dietitian in Grade 2 is \$1,380, while the minimum salary for a Departmental Dietitian in Grade 3 is \$1,800.

3. Below \$1,200, \$120 increases are applied in some cases, for example, where the city is employing professional men who can not be expected to remain long within a grade at a low salary rate. The first grade in the Engineer Group is an example of this kind of exception.

Increases of \$120 are also applied to rates below \$1,200 in the Laboratory Assistant Group. This exception is made because of the fact that persons with almost professional qualifications are attracted into the city service as Laboratory Assistants. They could not be expected to remain long enough to reach the maximum in a grade whose range is so wide, with an increase of only \$60. Moreover, the Laboratory Assistant Group constitutes in the case of bacteriology and pathology the only avenue through which persons may be promoted into the responsible professional laboratory positions, because of the absence of an apprentice grade in the laboratory groups of the Professional Service.

\$120 increases are also applied in some cases where a considerable period of apprenticeship is required before entrance into the grade; where, therefore, mature persons for whom a \$60 increase would not be adequate, enter at a comparatively low salary rate, and the maximum rate represents the proper salary at the end of two or three years' experience in the city service, as in Grade 1 of the Bookkeeper Group and Grade 2 B of the Clerk Group.

4. Above \$1,200, \$60 increases are applied in some cases, for example, where it is expected that employes will remain within a grade for a long time and an increase of \$120 is thought to be too large. The salary rates for Supervising Field Nurse in Grade 2 of the Nurse Group are examples of this kind of exception. \$60 increases are maintained in the first grade of all inspectional groups up to \$1,500.

5. It is recommended that Internes in the city service be paid rates ranging from \$120 to \$480, and Pupil Nurses rates ranging from \$96 to \$180, according to the desirability of the training afforded in the institution in which they are serving. This is not in the nature of a salary; it is a stipend to provide for

personal needs beyond the bare maintenance which the majority receive at present.

6. In the Deputy Commissioner Group, the rates recommended are as follows: \$3600, \$3900, \$4200, \$4500, \$4800, \$5100, \$5400, \$6000, \$6600, \$7500.

In the Commissioner Group the rates recommended are as follows in Grade 1: \$3600, \$4500, \$5100, \$6000; in Grade 2, \$7500, \$9000, \$10,500, \$12,000, \$13,500, \$15,000.

III. Annual Salaries for Employees in the Skilled Trades and Unskilled and Miscellaneous Supervisory Services—

The following table has been used in determining an annual salary which may be paid in place of the prevailing per diem rate:*

Per Diem Rate.	Regular Service Exclusive of Sundays or Sundays and Holidays (303-313 Days).	Regular Service Exclusive of Sundays, Holidays and Saturday After- noons (278 Days).
\$6.00	\$1,560-1,680	\$1,440-1,560
5.50	1,440-1,560	1,320-1,440
5.30	1,380-1,500	1,260-1,380
5.00	1,320-1,440	1,200-1,320
4.80	1,260-1,380	1,140-1,260
4.50	1,200-1,320	1,080-1,200
4.00	1,080-1,200	960-1,080
3.50	960-1,080	840- 960
3.00	840- 960	720- 840

No provision is made for an annual salary for regular service every day in the year, as it is not desirable that any employe should work so constantly. It is recommended that every employe be relieved from work not less than one day in seven. In cases where Sunday employment is necessary, relief should be provided for another rest day in the same way in which it is provided for holidays.

* See discussion of the desirability of annual salaries for employes in skilled trades on page 15 of the introductory statement.

GENERAL RULES GOVERNING ADVANCEMENT, I. E., INCREASES IN SALARY WITHIN GRADE—

Beginning with the lowest rate advancement from rate to rate within each grade shall be made in the preparation of the annual tax budget upon the completion of the required term of meritorious service. The length of this required term of service shall be not less than one year excepting in certain positions in the lower grades of the institutional service, for which an additional increase is provided at the end of the first half year of service. In certain of the lower grades a term of service of more than one year is required for advancement from rate to rate. Such requirements are indicated in these grades under the heading "Special Condition Governing Advancement."

Proof of meritorious service shall be established in the case of exempt, non-competitive, and labor positions by the recommendation of the head of the department made in accordance with the service record regulations of the Municipal Civil Service Commission, and in the case of competitive positions by the service records of the Municipal Civil Service Commission, in either case supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of meritorious service which shall entitle an employe to an increase shall be determined annually for each department in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

Exceptions:

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after fewer years than the number prescribed or after the prescribed number of years to a rate higher than the one immediately above. In no case, however, excepting certain positions in the institutional service, shall advancement be made before the lapse of one year.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 or August 1 of each year will be regarded as dating from January 1 or July 1 respectively, when considering length of service in connection with salary increases.

EXECUTIVE SERVICE.**SYMBOL (X).**

The term Executive Service is applied to those offices or employments the duties of whose incumbents are to assume primary responsibility for the planning, direction, control and result of every action taken within their jurisdiction.

EXECUTIVE COUNCIL GROUP

SYMBOL (X C)

The term Executive Council Group is applied to those elective offices of the Executive Service in which incumbents are required to discharge the functions of members of the Board of Estimate and Apportionment, and such additional duties as Mayor, Comptroller; President of the Board of Aldermen and President of Borough as are outlined in the Charter of the City of New York.

No specific recommendations are made as to the proper salary for members of the Executive Council of the city.

COMMISSIONER GROUP

SYMBOL (X K)

The term Commissioner Group is applied to those appointive offices of the Executive Service in which incumbents are required to be responsible for the administration of entire city departments or commissions, and of independent executive bureaus or boards ranking in importance with departments and commissions.

GRADE 1 (X K 1)

TITLES OF POSITIONS—

COMMISSIONER

DUTIES—

The duties of incumbents of these positions are to act as heads of the smaller executive city departments or commissions, or of those executive city departments presenting the less complex administrative problems.

QUALIFICATIONS—

1. Such qualifications as are outlined in the Charter of the City of New York.
2. Ability to discharge the duties of the position satisfactory to the appointing officer.

COMPENSATION—

Range of annual compensation—\$3600 to \$6000 inclusive.

Salary rates—\$3600, \$4500, \$5100, \$6000.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily be paid the lowest rate. Fixation of the rate to be paid is conditional upon appraisal under the rules of the Board of Estimate and Apportionment.

GRADE 2 (X K 2)**TITLES OF POSITIONS—**

COMMISSIONER

DUTIES—

The duties of incumbents of these positions are to act as heads of the largest executive city departments or commissions, or of those executive city departments presenting the most complex administrative problems involving reorganization and planning of the most difficult order.

QUALIFICATIONS—

1. Such qualifications as are outlined in the Charter of the City of New York.
2. Ability to discharge the duties of the position satisfactory to the appointing officer.

COMPENSATION—

Range of annual compensation—\$7500 to \$15000 inclusive.

Salary rates—\$7500, \$9000, \$10500, \$12000, \$13500, \$15000.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily be paid the lowest rate. Fixation of the rate to be paid is conditional upon appraisal under the rules of the Board of Estimate and Apportionment.

APPENDIX TO COMMISSIONER GROUP
SUGGESTIONS AS TO SALARY AND ORGANIZATION FOR USE IN CHARTER REVISION
These Suggestions Are Not Submitted for Adoption as Part of the Standard Specifications

DEPARTMENT	TITLE	PRESENT SALARY	REMARKS
Commissioners of Accounts	2 Commissioners	\$5,000	Should one of the two positions as Commissioner of Accounts be abolished, the salary for the single remaining head of the office should be raised to at least \$6,000.
Board of Assessors	3 Assessors	5,000	It is suggested that the duties of the three Assessors can be properly and satisfactorily performed by one Assessor at \$5,100 with a lawyer in the permanent competitive class at about \$3,000 to assist him.
Bridges	1 Commissioner	7,500	The Department of Bridges is about to be merged into a Department of Plant and Structures. On account of the possibilities of large saving in the new department, the present salary of the Commissioner seems to be fair and adequate.
Docks and Ferries	1 Commissioner	7,500	Like the present Department of Bridges, this is at present a maintenance department. However, should this department be expanded into a planning and constructing department, to work out large problems of port and terminal improvements and to include the work of the present Department of Bridges, to be known under some such title as the Department of Port and Terminal Facilities, the salary of the commissionership should be not less than \$9,000.
Board of Elections	4 Commissioners	5,000	This board at present consists of four Commissioners. It is suggested that there is not enough work to justify such an organization. Either there should be a single Commissioner at the head of this office, who should be paid not less than \$6,000, or it is insisted that the duties of this Commission are quasi-judicial, there should be a Board of three members, to receive a salary of \$4,500 each. This would of course require a change not only in the specific provisions but also in the intent of the election law.

* New department.

APPENDIX TO COMMISSIONER GROUP—Continued

DEPARTMENT	TITLE	PRESENT SALARY	REMARKS
Licenses	1 Commissioner	\$7,500	It is thought that the present duties of the Commissioner of Licenses do not justify a salary of more than \$5,100. It is the opinion of a number of competent authorities that the Department of Licenses should be abolished altogether and its functions distributed among various city departments which may properly have jurisdiction over them. For example, the licensing of pool rooms, pawn brokers, keepers of intelligence offices, dealers in second-hand articles, peddlers, menageries, circuses, common shows, moving picture theatres, shooting galleries, etc., would be turned over to the Police Department as being properly police functions. The licensing of taxicabs and other vehicles would be turned over to the Bureau of Weights and Measures. The licensing of bone boiling, fat rendering and other noxious businesses would be transferred to the Health Department. The formal issuance of licenses and payments therefor would be turned over to a bureau of the Finance Department. Another suggestion is to centralize the inspection and issuance of licenses and permits in the Department of Licenses. This would involve absorbing the Bureau of Weights and Measures and the licensing and permit functions at present performed by the Mayor's office, the Finance Department, the Board of Aldermen and other agencies. If such a centralization were effected, it is suggested that the position of Commissioner would be worth \$6,000.
Municipal Civil Service Commission	1 President	6,000	One of the two Commissioners could act as Secretary of the Commission. There seems to be no need for three Commissioners and a Secretary. A President on full time, a Commissioner on full or part time and a Secretary acting as supervisor of the clerical units, of correspondence work, and of all matters affecting the current administration of laws, rules and regulations, would constitute sufficient overhead to run the Municipal Civil Service Commission. The Commissioner who acts as Secretary should be a permanent member of the Commission in the competitive class. The organization above outlined has been found to work very satisfactorily in the cities in which it has been tried and is recognized as the most successful and economical administrative organization.
	2 Commissioners	5,000	

APPENDIX TO COMMISSIONER GROUP—Continued

DEPARTMENT	TITLE	PRESENT SALARY	REMARKS
Parks	1 President 3 Commissioners	\$5,000 5,000	Under the present arrangement, the title of President of the Park Board has no particular significance. The President is merely the first among equals. Under a central organization of the Park Department, it is suggested that the proper salary for the single Commissioner at the head would be \$7,500. One or two Deputies would be required at \$5,100.
Public Works, Borough of Manhattan . . . Public Works, Borough of Brooklyn . . . Public Works, Borough of The Bronx . . . Public Works, Borough of Queens Public Works, Borough of Richmond . . .	1 Commissioner 1 Commissioner 1 Commissioner 1 Commissioner 1 Commissioner	7,200 6,000 5,500 4,000 5,000	These Commissioners of Public Works are properly regarded as Deputies in the offices of the Presidents of the various boroughs. The consolidation of the various borough departments of public works into a single department having jurisdiction over the whole city under a single Commissioner has been recommended by competent authorities. It is suggested that under present conditions \$6,000 is a fair salary in the Boroughs of Manhattan, Brooklyn and The Bronx, and \$4,500 in Queens and Richmond. With the rapid growth of the borough, the position of Commissioner of Public Works in The Bronx is one of increasing importance. Similarly, the position of Commissioner in Queens will in the near future be worth more than \$4,500.
Taxes and Assessments	1 President 6 Commissioners	8,000 7,000	If it is thought desirable to continue to distribute the executive work of the Tax Department among seven executives composed as at present of a President and six Commissioners, there seems to be no justification for paying the Commissioners a salary of more than \$5,100. Should the overhead force be reduced to a President and three or four Commissioners, one representing each borough, \$6,000 would appear to be a fair salary for the Commissioners. The present salary of the President of the Commission seems to be fair and adequate.
Tenement House	1 Commissioner	7,500	The Tenement House Department is an important part of the city government, but it is thought that at the present time the administrative problems involved in the commissionership are not sufficient to justify a salary of more than \$6,000. As a means of doing away with overlapping jurisdiction and of introducing simplicity, economy and responsibility in the various inspections of buildings, the absorption of the Tenement House Department, the Bureau of Fire Prevention, and other independent inspectional units into a single department of buildings for the whole city has been recommended by competent authorities.

APPENDIX TO COMMISSIONER GROUP—Continued

DEPARTMENT	TITLE	PRESENT SALARY	REMARKS
Mayor's Bureau of Weights and Measures	1 Commissioner.....	\$5,000	As its name implies, this is at present a bureau and not a department or a commission. It is recommended by a number of competent authorities that the licensing of taxicabs and other vehicles be transferred from the Department of Licenses to the Bureau of Weights and Measures and that all inspection of markets be added to the functions of the Bureau of Weights and Measures. Should this be done, the title of this bureau should be changed to the Department of Markets and Measures or some other descriptive title. It is suggested that the salary of the Commissioner at the head of this department should be \$5,100. Another suggestion is to transfer the Bureau of Weights and Measures to the Department of Licenses. (See the recommendation above under Department of Licenses.)
	City Chamberlain.....	12,000	The present City Chamberlain has already indicated in a published document that this position is properly a deputyship in the Department of Finance. As such, it is suggested that \$7,500, the salary of the present deputies in the Finance Department, is an adequate compensation. It may, however, be thought advisable to retain the present position at the present salary to provide for the performance of the duties of a minister without portfolio or administrative assistant or expert adviser to the Mayor unless provision for this position is made elsewhere.
	1 Corporation Counsel...	15,000	Taking into consideration the fact that the Corporation Counsel has a large number of highly paid assistants, who perform practically all the difficult work of the department, \$15,000 is a very large salary for this position. It is, however, necessary to pay this amount in order to attract a lawyer of the highest standing to represent the city as legal adviser. The difficulty of persuading a successful lawyer to give up a large practice in order to enter the city service is the principal argument for so large a salary.
Correction.....	1 Commissioner.....	7,500	The present salary appears to be fair and adequate.
Fire.....	1 Commissioner.....	7,500	The present salary appears to be fair and adequate.
Health.....	1 Commissioner.....	7,500	In order to attract a man of high professional standing and experience in hospital management, public health and sanitary work, a salary of at least \$9,000 must be paid. (See also remarks under Department of Public Charities, Appendix to Commissioner Group.)

APPENDIX TO COMMISSIONER GROUP—Continued

DEPARTMENT	TITLE	PRESENT SALARY	REMARKS
Police.....	1 Commissioner.....	\$7,500	The arduous and difficult duties of this position are so well known that no argument is required for a higher salary than the one at present paid. It is suggested that the salary for this position should be \$9,000. The position is the most trying and one of the most responsible in the city government.
Public Charities.....	1 Commissioner.....	7,500	To fill this position successfully involves the solution of many complex and pressing problems in administration and in the care of dependents in public and private institutions. \$9,000 is not too high a salary to pay for the solution of the present administrative problems of the Department of Public Charities. Should the hospitals under the jurisdiction of the Department of Public Charities be taken away from this department and placed in a single general department of hospitals or in the Department of Health, the problem of the Commissioner of Public Charities would be greatly reduced. It is also suggested that the Bellevue and Allied Hospitals, Health and Charities Departments be combined in a single Department of Social Service or Public Health. The salary of the Commissioner at the head of such a department should be at least \$12,000.
Street Cleaning.....	1 Commissioner.....	7,500	There might be an argument for a higher salary for the commissionership if the Bureaus of Street Cleaning in the Boroughs of Queens and Richmond were to be added to the Department of Street Cleaning.
Water Supply, Gas and Electricity.	1 Commissioner.....	7,500	It has been urged that this commissionership is worth \$9,000. The strongest argument against any increase of salary is that the head of the department is advised on all technical questions by a staff of highly paid engineers. However, when the Board of Water Supply is abolished, a considerable number of new duties will devolve upon the Commissioner of Water Supply, and this fact should be taken into consideration in fixing a salary. At the same time, this argument is to a certain extent offset by the fact that under the new water supply system the present pumping stations, with their large mechanical forces, will become obsolete. (See also remarks under Water Supply, Gas and Electricity, Appendix to Deputy Commissioner Group.)

DEPUTY COMMISSIONER GROUP

SYMBOL (X D)

The term Deputy Commissioner Group is applied to those appointive offices of the Executive Service in which incumbents are required to act as deputies to heads of city departments or commissions.

GRADE 1 (X D 1)

TITLES OF POSITIONS—

DEPUTY COMMISSIONER

DUTIES—

The duties of incumbents of these positions are to act as deputies to heads of city departments or commissions.

QUALIFICATIONS—

1. Such qualifications as are outlined in the Charter of the City of New York.
2. Ability to discharge the duties of the position satisfactory to the appointing officer.

COMPENSATION—

Range of annual compensation—\$3600 to \$7500 inclusive.

Salary rates—\$3600, \$3900, \$4200, \$4500, \$4800, \$5100, \$5400, \$6000, \$6600, \$7500.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily be paid the lowest rate. Fixation of the rate to be paid is conditional upon appraisal under the rules of the Board of Estimate and Apportionment.

APPENDIX TO DEPUTY COMMISSIONER GROUP **SUGGESTIONS AS TO SALARY AND ORGANIZATION FOR USE IN CHARTER REVISION** These Suggestions Are Not Submitted for Adoption as Part of the Standard Specifications

DEPARTMENT	TITLE	PRESENT SALARY	REMARKS
Bridges..... (Plant and Structures*)	1 Deputy	\$4,500	The present salary appears to be fair and adequate. (See also remarks under Department of Bridges, Appendix to Commissioner Group.)
City Chamberlain	1 Deputy	5,000	Should the office of Chamberlain be abolished and a deputyship in the Department of Finance be substituted, there would be no need of the position of Deputy Chamberlain. (See also remarks under City Chamberlain, Appendix to Commissioner Group.)
Correction.....	1 Deputy	5,000	The present salary appears to be fair and adequate.
Docks and Ferries	2 Deputies	5,000	The present salaries appear to be fair and adequate. (See also remarks under Docks and Ferries, Appendix to Commissioner Group.)
Finance	3 Deputy Comptrollers... 1 Assistant Deputy Comptroller.....	7,500 6,000	The salaries of the Deputy Comptrollers appear to be fair and adequate. The position of Assistant Deputy Comptroller seems unnecessary.
Fire.....	2 Deputies	5,000	The present salaries appear to be fair and adequate.
Licenses.....	2 Deputies	4,000	At the present time there seems to be no need of more than one deputy at \$3,600.
Police	5 Deputies	6,000	The present salaries seem to be fair and adequate.
Public Charities	3 Deputies	\$5,000	There appears to be no need for three Deputies in the Department of Public Charities. If the present functions of the department remain intact, one Medical Deputy or a General Medical Superintendent is required to take charge of the hospital work. It seems preferable to have a General Medical Superintendent in charge of this work in order to insure continuity of administration. Only one other deputy receiving a salary of \$6,000 seems necessary in the department. No deputy is required to supervise the work of social investigation since the position of Director of Social Investigation at an adequate salary has been established and no intermediary should be required between this Director and the Commissioner. (See also remarks under Public Charities, Appendix to Commissioner Group.)

* New department.

APPENDIX TO DEPUTY COMMISSIONER GROUP—Continued

DEPARTMENT	TITLE	PRESENT SALARY	REMARKS
Public Works.....	Assistant Commissioner— Manhattan..... Brooklyn..... The Bronx..... Queens..... Richmond.....	6,000 5,000 4,000 3,000 3,600	The Assistant Commissioners of Public Works seem to be superfluous. (See also remarks under Public Works, Appendix to Commissioner Group.)
Street Cleaning.....	4 Deputies.....	5,000	Under the present organization only three Deputies seem to be required, one in Manhattan, one in Brooklyn and one in The Bronx.
Tenement House.....	2 Deputies.....	4,000	Under its present organization the Tenement House Department seems to require one Deputy to take charge of the Brooklyn office and possibly one to assist the Commissioner in Manhattan. \$4,200 is suggested as a salary for such deputyships. (See also remarks under Tenement House, Appendix to Commissioner Group.)
Water Supply, Gas and Electricity.....	1 Deputy (Manhattan).. 1 Deputy (Brooklyn).. 1 Deputy (The Bronx).. 1 Deputy (Queens)..... 1 Deputy (Richmond)...	6,000 5,500 4,000 4,000 3,000	With the highly paid central and borough engineering staff of the department, it is suggested that the department could be administered satisfactorily with one Deputy Commissioner at \$6,000.

EXECUTIVE SECRETARY GROUP

SYMBOL (X S)

The term Executive Secretary Group is applied to those offices or employments of the Executive Service in which incumbents are required to perform such duties as secretaries of city departments or commissions as involve not merely departmental correspondence and central clerical work, but responsibility for detailed administrative work, for knowledge of administrative work in all units, and for making effective the orders and policies outlined by executives.

Note 1.—It is recommended that the position of executive secretary of a department or board be placed in the competitive class. Positions as secretaries of departments are at present exempted under the state civil service law. The position of secretary should be that of the highest permanent official of a department who is not affected by a change in administration, whose duties are not policy determining, but administrative and interpretative. The secretary of a department should be thoroughly familiar with the functions, activities and personnel of the department. He should be prepared to inform the heads of departments on all matters of detail and should be able to carry out the details of such policies as are outlined by these executives. It is of great importance that in a department such as the Department of Public Charities there should be a permanent secretary, able to coordinate the various activities of the bureaus of the department and to inform a new commissioner and his deputies on all details of departmental administration. A complete change in the executive personnel of the department, including the department secretary, would place upon a new administration the burden of becoming acquainted with the departmental machinery through a number of independent subordinate officials. The establishment of the principle of a permanent secretary or under secretary between the changing executives and the permanent rank and file has been successfully established in Great Britain, Germany, France and other continental nations, and has often been recommended in American state governments and in the national government. It is not to be expected that in all departments the position of secretary can be established at once on the plan above suggested. The functions of executive secretaries at the present time extend all the way from merely clerical work to administrative and executive work.

Note 2.—No provision is made in these specifications for a position as assistant executive secretary. The existing assistant secretaryships of departments are either unnecessary, as in the Fire and Dock Departments and in the Department of Taxes and Assessments, or else the duties performed by incumbents are those of fourth or fifth grade clerks, as in the Municipal Civil Service Commission and the Board of Estimate and Apportionment. The present positions as secretaries of boards, where the functions are clerical and involve no administration of departments, are also included in the fourth, fifth and sixth grades of the Clerk Group. For example, the present position of secretary of the Board of Estimate and Apportionment is properly that of sixth grade clerk and should be known as Recording Secretary of the Board.

GRADE 1 (XS1)**TITLES OF POSITIONS—****EXECUTIVE SECRETARY****DUTIES—**

The duties of incumbents of these positions are to be responsible for departmental correspondence, for issuing orders and notices from heads of departments to employes, for the preparation of calendars and reports of executive meetings and for special investigations and plans, to notify all employes of appointment, promotion or transfer, to make requisitions on and notify the Municipal Civil Service Commission in civil service matters and to perform such other general executive or administrative work as may be assigned by the head of the department.

QUALIFICATIONS—

1. Such qualifications as are outlined in the Charter of the City of New York.
2. Ability to discharge the duties of the position satisfactory to the appointing officer.
3. Such qualifications as may be required by the Municipal Civil Service Commission.

If the position is classified as exempt, the minimum qualifications shall consist of 1 and 2. If the position is classified as competitive in accordance with the recommendations of the Bureau of Standards, the minimum qualifications shall consist of 1 and 3.

COMPENSATION—

Range of annual compensation—\$3000 to \$5100 inclusive.

Salary rates—\$3000, \$3240, \$3480, \$3780, \$4080, \$4380, \$4680, \$5100.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily be paid the lowest rate. Fixation of the rate to be paid is conditional upon appraisal under the rules of the Board of Estimate and Apportionment.

TENTATIVE APPRAISALS—EXECUTIVE SECRETARY GROUP

The following tentative appraisals are based upon the judgment of the Bureau of Standards as to the value of positions in this group under present conditions. They do not take into consideration any legal or other obstacles in the way of changing present salaries. They are not submitted for adoption as part of the standard specifications. The value of these positions, as of many others, must naturally be subject to reappraisal from time to time in accordance with changing conditions. A brief explanation of the more debatable recommendations is given in the column headed Remarks.

In establishing the range of salary for competitive secretaryships the theory has been that an incumbent who has a permanent position should be willing to begin at a salary rate below what he would expect if he were taking a temporary position, and that after a number of years of satisfactory service his value to the city would be greater than the value of a temporary incumbent.

DEPARTMENT	PRESENT SALARY	PROPOSED FLAT SALARY RATE IF POSITION REMAINS EXEMPT	PROPOSED RANGE OF SALARY IF POSITION IS CLASSIFIED AS COMPETITIVE	REMARKS
Armory Board.....	\$4,500	\$3,240	\$3,000-3,780	The position is not a particularly arduous or difficult one, but it involves practically independent responsibility for the expenditure of money on repairs, supplies and maintenance, and the supervision of members of the Armory Board can at best be only casual.
Art Commission.....	3,600	3,780	3,240-4,080	The present title of the incumbent of this position is assistant secretary. The secretary receives no salary.
Bridges.....	4,000	3,780	3,240-4,080	
City Clerk, Board of Aldermen.....	7,000	5 Grade Clerk		This position should be included in Grade 5 of the Clerk Group of the Clerical Service at a maximum salary of \$3,540.
Correction.....	3,000	3,780	3,240-4,080	
Docks and Ferries.....	4,000	3,780	3,240-4,080	This salary range should be revised if the functions of the department are extended. (See also remarks under Docks and Ferries, Appendix to Commissioner Group.)
Education.....	5,500	5,100	4,380-5,100	This recommendation is based on the supposition that the present assistant secretaryship is abolished and the duties of the two positions are consolidated.
Board of Estimate and Apportionment...	7,500	5 Grade Clerk		The title of this position should be Recording Secretary of the Board of Estimate and Apportionment and should be included in Grade 5 of the Clerk Group of the Clerical Service at a maximum salary of \$3,540.

TENTATIVE APPRAISALS—EXECUTIVE SECRETARY GROUP—Continued

DEPARTMENT	PRESENT SALARY	PROPOSED FLAT SALARY RATE IF POSITION REMAINS EXEMPT	PROPOSED RANGE OF SALARY IF POSITION IS CLASSIFIED AS COMPETITIVE	REMARKS
Finance	\$6,000	\$5,100	\$4,380-5,100	This position is at present a combination of departmental secretary and executive private secretary to the Comptroller. The present salary of \$6,000 is regarded as a proper one for the present duties.
Fire	4,800	3,780	3,240-4,080	
Health	5,000	3,000		The duties performed by the present department secretary are purely routine and clerical. In the important work of reorganizing the Health Department and of acting as intermediary between the Commissioner and the personnel, the present secretary has had no part. The secretary to the Commissioner has performed these duties. Should these duties eventually devolve upon the secretary of the department, this position would become one of great importance, especially as there is no legal provision for a regular deputy in this department. A proper flat salary rate for such a position would be \$4,680. A proper salary range for this position if classified as competitive would be from \$4,080 to \$5,100. (See also remarks under Health Appendix to Commissioner Group.)
Hunter College	2,400	4 Grade Clerk		The position is that of a secretarial clerk of the college and should be included in Grade 4 of the Clerk Group of the Clerical Service.
Board of Inebriety	2,700	4 Grade Clerk		The position is that of a clerk in charge of the small New York office and should be included in Grade 4 of the Clerk Group of the Clerical Service at a maximum salary of \$2,580.
Law	5,000		4,080-5,100	The present title of the incumbent of this position is chief clerk. This title is classified as competitive. It will be necessary only to change the title of the present incumbent. If provision is not made for classifying secretarieships as competitive, the title of this position should be changed to Chief Law Clerk.
Licenses	2,000	Private Secretary		This position is properly that of a private secretary in Grade 1 of the Private Secretary Group of the Clerical Service at a maximum salary of \$1,800.

TENTATIVE APPRAISALS—EXECUTIVE SECRETARY GROUP—Continued

DEPARTMENT	PRESENT SALARY	PROPOSED FLAT SALARY RATE IF POSITION REMAINS EXEMPT	PROPOSED RANGE OF SALARY IF POSITION IS CLASSIFIED AS COMPETITIVE	REMARKS
Municipal Civil Service Commission.....	\$5,000	\$4,380	Executive Sec'y: \$3,780-4,680 Permanent Com- missioner and Secretary: \$4,080-5,100	If this position is classified as competitive, the title should be Commissioner and Secretary, that is the Secretary should be one of three members of the Municipal Civil Service Commission. (See remarks under Municipal Civil Service Commission, Appendix to Commissioner Group.)
Parks.....	4,000	4 Grade Clerk		The duties of the present incumbent are those of a clerk of the Park Board. The position at present should be included in Grade 4 of the Clerk Group of the Clerical Service at a maximum salary of \$2,580. Should the Park Department be reorganized into a single central department for the whole city (See also remarks under Parks, Appendix to the Commissioner Group); the position of Secretary of the Department would become one of great importance. The salary range would depend upon the amount of executive supervision, for example, upon the number of deputies, engineers, etc.
Board of Parole.....	3,000	4 Grade Clerk		The functions of the Board of Parole are being extended. The duties of the present incumbent are those of clerk of the Board. The position is properly included in Grade 4 of the Clerk Group of the Clerical Service at a maximum salary of \$2,580.
Police.....	3,600	3,480	\$3,000-3,780	The duties performed by the present incumbent of this position are those of an accountant under the supervision of the 4th Deputy.
President of Borough (Manhattan)..... President of Borough (Brooklyn)..... President of Borough (The Bronx)..... President of Borough (Queens)..... President of Borough (Richmond).....	5,000 3,500 4,000 4,000 3,000	4,080 4,080 3,480 3,480 3,240	3,480-4,380 3,480-4,380 3,000-3,780 3,000-3,780 3,000-3,480	For Secretary to the President, see the Private Secretary Group, Clerical Service.

TENTATIVE APPRAISALS—EXECUTIVE SECRETARY GROUP—Continued

DEPARTMENT	PRESENT SALARY	PROPOSED FLAT SALARY RATE IF POSITION REMAINS EXEMPT	PROPOSED RANGE OF SALARY IF POSITION IS CLASSIFIED AS COMPETITIVE	REMARKS
Public Charities	\$3,500	\$3,000		The duties performed by the present department secretary are partly routine and clerical. As in the Health Department, the secretary to the Commissioner is performing duties which should properly be performed by the department secretary. Should these and other important administrative duties eventually devolve upon the secretary of the department, this position would become one of great importance. The problem of reorganizing the Department of Public Charities is one of the most difficult and pressing in the city government. A proper flat salary rate for such a position, provided that the number of Deputies were reduced to one, would be \$4,080. A proper range of salary for this position if classified as competitive would be from \$3,480 to \$4,380. (See also remarks under Public Charities, Appendix to Commissioner Group.)
Taxes and Assessments	4,500	3,780	\$3,240-4,080	On account of the existence of a number of highly paid permanent deputyships, a high salary cannot be justified for the secretary of this department.
Tenement House	3,000	3,780		The flat salary rate proposed is based upon the temporary need of a secretary to assist in the reorganization of the Tenement House Department. The salary of the person selected to assist the Commissioner in planning reorganization and putting plans into effect should be at least \$3,780. Once these plans have been put into effect the value of the secretaryship would be considerably less if the position were necessary at all. (See also remarks under Tenement House, Appendix to Commissioner Group.)

EXECUTIVE COUNTY OFFICER GROUP

SYMBOL (X O)

The term Executive County Officer Group is applied to those elective or appointive offices of the Executive Service in which incumbents are required to perform the functions of heads of county offices.

APPENDIX TO EXECUTIVE COUNTY OFFICER GROUP

SUGGESTIONS AS TO SALARY AND ORGANIZATION FOR USE IN CHARTER REVISION.

These suggestions are not submitted for adoption as part of the standard specifications. The salaries proposed below in the fourth column are based upon the assumption that the present functions and positions are to continue. Where the study of county government, recently made by the City Chamberlain and the Commissioner of Accounts (See "Study of County Government Within the City of New York and a Plan for Its Reorganization, Prepared by the Commissioner of Accounts and the City Chamberlain," 1915), recommends either the merger of county governments with the city government, or a consolidation of several county establishments, the summary of these recommendations is given together with the new salary rates proposed in the study. No attempt is made to grade positions in this group at the present time.

COUNTY	TITLE OF POSITION	PRESENT SALARY	PROPOSED SALARY	REMARKS	RECOMMENDATIONS MADE BY COMMISSIONER OF ACCOUNTS AS TO MERGER OR CONSOLIDATION	
					Summary of Conclusions	Rate Proposed
New York.....	Sheriff.....	\$12,000* (and 1½ of fees)	\$7,500 (without fees)	An attempt has been made to justify the present salaries of the Sheriffs by citing their personal liability for torts committed by them in good faith incident to the performance of their official duties. It has, however, been shown that there is only one instance of personal loss in the last fifteen years and this liability was sustained through carelessness. The Sheriff has a counsel at \$5,000. He demands and receives indemnity from his subordinates before proceeding in cases, and in the opinion of the Bureau of Standards, there is no other argument than the expediency of a gradual reduction of overpayment to justify a	In all counties transfer functions of the Sheriff as peace officer to the Police Department, as jailer to the Department of Correction, and as to his remaining duty of executing civil court mandates, unite all the offices into one, let it absorb the city marshals, and let it be headed by an appointee of the Mayor, necessary legal work being performed by the city Law Department.	\$12,000 for one position instead of five.
Kings.....	Sheriff.....	15,000 (without fees)	7,500 (without fees)			
Queens.....	Sheriff.....	10,000 (without fees)	5,100 (without fees)			
Bronx.....	Sheriff.....	10,000 (without fees)	5,100 (without fees)			
Richmond.....	Sheriff.....	6,000 (and all fees)	3,600 (without fees)			

*A bill passed by the 1916 Legislature provides for the abolition of the present fee system in the Sheriff's office in New York County at the end of the term of the present incumbent. The salary remains at \$12,000.

APPENDIX TO EXECUTIVE COUNTY OFFICER GROUP—Continued

COUNTY	TITLE OF POSITION	PRESENT SALARY	PROPOSED SALARY	REMARKS	RECOMMENDATIONS MADE BY COMMISSIONER OF ACCOUNTS AS TO MERGER OR CONSOLIDATION	
					Summary of Conclusions	Rate Proposed
New York Kings..... Bronx.....	Register..... Register..... Register.....	\$12,000 12,000 10,000	\$6,000 6,000 5,100	salary of more than \$7,500 for the Sheriffs of New York and Kings Counties, \$5,100 for the Sheriffs of Bronx and Queens Counties and \$3,600 for the Sheriff of Richmond County.		
				An attempt is made to justify the present high salary by citing the personal legal responsibility of the Register. Aside from this consideration \$6,000 is an adequate salary for the position. This position should be appointive, not elective.	Replace by a single department the Register's office in all the three counties and the register division of the County Clerk's office in the other two counties and let the Mayor appoint the head of the combined office, necessary legal work for the new department being done by the city Law Department.	\$12,000 for one position instead of three.
				These positions are abolished by law at the close of the term of the present incumbents.		
Manhattan Brooklyn Bronx Queens Richmond	8 Coroners..... 3 Coroners.....	6,000 4,000				
				An attempt is made to justify the present high salary by citing the personal legal responsibility of the County Clerk. Aside from this consideration \$7,500 is an adequate salary.	Place those employees in each office who serve as clerks of the Supreme Court in a single office and let the Appellate Division appoint the head of the new office as "the clerk of	\$12,000 for one position instead of five.
New York Kings..... Queens..... Bronx..... Richmond.....	County Clerk..... County Clerk..... County Clerk (and Register) County Clerk..... County Clerk (and Register)	15,000 12,000 8,000 10,000 5,000	7,500 7,500 6,000 5,100 4,500			

APPENDIX TO EXECUTIVE COUNTY OFFICER GROUP—Continued

COUNTY	TITLE OF POSITION	PRESENT SALARY	PROPOSED SALARY	REMARKS	RECOMMENDATIONS MADE BY COMMISSIONER OF ACCOUNTS AS TO MERGER OR CONSOLIDATION	
					Summary of Conclusions	Rate Proposed
New York. Kings. Queens. Bronx. Richmond.	District Attorney.....	\$15,000	\$15,000		Unite the remainder of each office (except the register division in Queens and Richmond) with the City Clerk's office and let the Mayor appoint the head of the new office as "the city and county clerk," replacing the present counsel to the County Clerks by the municipal Law Department.	\$15,000 for one position instead of five.
	District Attorney.....	15,000	12,000			
	District Attorney.....	8,000	7,500			
	District Attorney.....	10,000	10,000			
	District Attorney.....	5,000	5,100			
New York. (County Clerk's Office) New York. (Surrogates' Office) Kings.....	Commissioner of Records...	7,500	3,600	Commissioner pays his own salary out of a lump sum appropriation. This position is unnecessary. The only duties of any value should be performed by clerks in other county offices.	Abolish these offices and let the portion of their work which is unprovided for be performed by a small temporary force in the offices of the Register, the "city and county clerk" and the Surrogate.	
	Commissioner of Records...	5,000	3,000			
	Commissioner of Records...	5,000	3,600			
	Commissioner of Jurors....	6,000	3,600			
New York. Kings. Queens. Bronx. Richmond.	Commissioner of Jurors....	6,000	3,600		Replace the five offices by one headed by an appointee of the Appellate Division.	\$6,000 for one position instead of five.
	Commissioner of Jurors....	3,000	2,400			
	Commissioner of Jurors....	6,000	2,400			
	Commissioner of Jurors....	1,500	1,800			

APPENDIX TO EXECUTIVE COUNTY OFFICER GROUP—Continued

COUNTY	TITLE OF POSITION	PRESENT SALARY	PROPOSED SALARY	REMARKS	RECOMMENDATIONS MADE BY COMMISSIONER OF ACCOUNTS AS TO MERGER OR CONSOLIDATION	
					Summary of Conclusions	Rate Proposed
New York.....	Public Administrator.....	\$10,000	\$5,100		Abolish these offices and transfer their functions to the City Chamberlain.	
Kings.....	Public Administrator.....	5,000	4,500			
Queens.....	Public Administrator.....	1,200	?			
Bronx.....	Public Administrator.....	4,000	3,600			
Richmond.....	Public Administrator.....	Fees	?			

LEGISLATIVE SERVICE**SYMBOL (L)**

The term Legislative Service is applied to those offices or employments the duties of whose incumbents are to exercise the legislative powers vested by the Charter of the City of New York and by statute in the members of the Board of Aldermen.*

* See page 10 of the introductory statement.

JUDICIAL SERVICE

SYMBOL (J)

The term Judicial Service is applied to those offices or employments the duties of whose incumbents are to exercise the judicial powers vested by the Charter of the City of New York and by statute in City Magistrates and in Justices of the City Court, the Municipal Court and the Court of Special Sessions.*

* See page 10 of the introductory statement.

PROFESSIONAL SERVICE.**SYMBOL (O).**

The term PROFESSIONAL SERVICE is applied to those offices or employments the duties of whose incumbents are to perform apprentice, routine, advisory, administrative or research work, which is based upon the established principles of and which requires training or experience in a recognized profession.

ACCOUNTANT GROUP

SYMBOL (O A)

The term Accountant Group is applied to those offices or employments of the Professional Service in which incumbents are required to analyze and interpret evidence of financial transactions, to report on the accuracy and significance of records and accounts and the justice of claims, to devise, install and supervise business procedure, financial and auditing methods, records and documents, and to collect and interpret physical and operating data.

GRADE 1 (O A 1)

TITLES OF POSITIONS—

ACCOUNTING ASSISTANT

DUTIES—

The duties of incumbents of these positions are to perform under supervision detail work connected with making audits, examinations and investigations of records or accounts.

Examples:

Verifying extensions and footings.

Taking and checking trial balances.

QUALIFICATIONS—

1. A certificate granted on the completion of a standard course of instruction in accountancy in an accounting school of recognized standing, or proof of other training in accountancy recognized by the Municipal Civil Service Commission as the equivalent, but not necessarily any experience in accountancy other than that which is incident to the attainment of these qualifications.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1380 inclusive.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

QUALIFICATIONS—

It is recommended that the examination for this grade be held in June or July, when the professional schools and universities have closed. Examinations should be such as would attract the best students who have just graduated from professional schools. This grade is not a promotional grade from the Sub-Professional Service. Provision is made for promotion from Grade 2 of the Bookkeeper Group and Grade 3 of the Clerk Group of the Clerical Service to Grade 2 of this Group. Employees in Grade 1 will compete with employees in Grade 2 of the Bookkeeper Group and Grade 3 of the Clerk Group for promotion to Grade 2.

GRADE 2 (O A 2)**TITLES OF POSITIONS—****JUNIOR ACCOUNTANT****DUTIES—**

The duties of incumbents of these positions, which may or may not involve supervision, are to execute according to general instructions the detail work connected with audits and investigations and reports thereon, and to carry on independently audits and investigations of minor scope.

Examples:

- Analyzing and reconciling simple accounts.
- Verifying registers and postings to controlling accounts.
- Devising forms of incidental records.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.
4. Not less than one year of experience in Grade 2 of the Bookkeeper Group or in Grade 3 of the Clerk Group of the Clerical Service.

The minimum qualifications shall consist of 1, 2 and 3, or 3 and 4.

COMPENSATION—

Range of annual compensation—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

Persons promoted from Grade 2 of the Bookkeeper Group or Grade 3 of the Clerk Group of the Clerical Service to Grade 2 of the Accountant Group of the Professional Service shall receive the salary rate nearest to that received before promotion and involving no decrease.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Assistant to the Auditor in the audit of stores accounts in the Department of Water Supply, Gas and Electricity.

GRADE 3 (O A 3)**TITLES OF POSITIONS—**

SENIOR ACCOUNTANT
AUDITOR

DUTIES—

The duties of incumbents of these positions are to carry on independently audits, examinations and investigations of the widest scope, to prepare reports thereon, to devise and install new methods of accounting for the largest activities or departments, or to supervise and be responsible for the entire work of a large bookkeeping division in a department maintaining a complex accounting system.

Examples:

Analyzing and reconciling intricate accounts.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, . . . or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.
4. Not less than two years of experience in Grade 3 of the Bookkeeper Group of the Clerical Service.

The minimum qualifications shall consist of 1, 2 and 3, or 3 and 4.

COMPENSATION—

Range of annual compensation—\$2100 to \$3660 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940, \$3180, \$3420, \$3660.

Persons promoted from Grade 3 of the Bookkeeper Group of the Clerical Service to Grade 3 of the Accountant Group of the Professional Service shall receive the salary rate nearest to that received before promotion and involving no decrease.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Senior Accountant in charge of the Division of Audit and Accounts in the office of the President of the Borough of Manhattan.

Senior Accountant in charge of the installation of the general ledger in the Department of Finance.

Auditor in the Department of Health.

GRADE 4 (O A 4)**TITLES OF POSITIONS—**

MANAGING ACCOUNTANT
 SENIOR AUDITOR
 CHIEF AUDITOR

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for audits, investigations and constructive accounting work of the widest scope, to lay out programs for the carrying on of work of this character and to prepare general plans and broad policies relating to methods of accounting and auditing.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than three years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3960 and up.

Salary rates—\$3960, \$4260, \$4560, \$4860, \$5280, \$5700, \$6120.*

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest grade. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* No recommendation is made above \$6120.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Accountant and Bookkeeper of the Auditing Bureau in the Department of Finance.

Chief Bookkeeper in the Division of Disbursements of the Auditing Bureau in the Department of Finance.

Auditor of Receipts in the Division of Receipts of the Auditing Bureau in the Department of Finance.

ARCHITECT GROUP

SYMBOL (O R)

The term Architect Group is applied to those offices or employments of the Professional Service in which incumbents are required to make architectural surveys, studies, designs, plans and specifications for municipal buildings, parks or other municipal projects, and to inspect or supervise the construction, repair or alteration of such projects.

GRADE 1 (O R 1)

TITLES OF POSITIONS—

ARCHITECTURAL ASSISTANT

DUTIES—

The duties of incumbents of these positions are to perform under supervision architectural apprentice work in field or office.

Examples:

Laying out simple architectural drawings.
Tracing.
Lettering.

QUALIFICATIONS—

1. A degree granted on the completion of a standard course of instruction in an architectural school of recognized standing, or proof of other training recognized by the Municipal Civil Service Commission as the equivalent, but not necessarily any experience in the practice of architecture other than that which is incident to the attainment of these qualifications.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1380 inclusive.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

See also Grades 1 and 2 of the Inspector of Buildings Group of the Inspectional Service.

QUALIFICATIONS—

It is recommended that the examination for this grade be held in June or July, when the professional schools and universities have closed. Examinations should be such as would attract the best students who have just graduated from professional schools. This grade is not a promotional grade from the Sub-Professional Service. Provision is made for promotion from Grade 1 of the Draftsman Group of the Sub-Professional Service to Grade 2 of this Group. Employees in Grade 1 will compete with employees in Grade 1 of the Draftsman Group for promotion to Grade 2.

GRADE 2 (O R 2)**TITLES OF POSITIONS—****JUNIOR ARCHITECT****DUTIES—**

The duties of incumbents of these positions, which may or may not involve supervision, are to execute definite instructions in minor architectural work in field or office.

Examples:

- Taking and developing sketches.
- Preparing working drawings.
- Inspecting or investigating architectural work.
- Solving the easier problems of construction.
- Preparing scale and full-sized details.
- Making final inspections on buildings.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
 2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
 3. Such additional qualifications as may be required by the Municipal Civil Service Commission.
 4. Not less than one year of experience in Grade 2 of the Draftsman Group of the Sub-Professional Service.
- The minimum qualifications shall consist of 1, 2 and 3, or 3 and 4.

COMPENSATION—

Range of annual compensation—\$1500 to \$2100 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100.

Persons promoted from Grade 2 of the Draftsman Group of the Sub-Professional Service to Grade 2 of the Architect Group of the Professional Service shall receive the salary rate nearest to that received before promotion and involving no decrease.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

See also Grade 2 of the Inspector of Buildings Group of the Inspectional Service.

GRADE 3 (OR 3)**TITLES OF POSITIONS—**

ASSISTANT ARCHITECT
ASSISTANT ARCHITECT (LANDSCAPE)

DUTIES—**Assistant Architect:**

The duties of Assistant Architects, which require ability to interpret the building laws, are to exercise a high degree of architectural judgment and skill in and to be responsible for designing, planning, inspecting, constructing and preparing specifications for building or other projects; or to give critical architectural advice for executive action incident to the designing, planning or construction of such projects

Examples:

Supervising preparation of sketches, working drawings, scale and full-sized details.

Assistant Architect (Landscape):

The duties of Assistant Architects (Landscape) are to exercise a high degree of architectural judgment and skill in and to be responsible for designing, planning, inspecting, constructing and preparing specifications for architectural landscape work in parks or other similar projects; or to give critical architectural advice for executive action incident to the designing, planning or construction of such projects.

QUALIFICATIONS—**Assistant Architect:**

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Assistant Architect (Landscape):

1. Evidence of the completion of a standard course in landscape architecture in a university or technical school of recognized standing, or proof of other training and experience recognized by the Municipal Civil Service Commission as the equivalent.
2. Experience in design in a landscape architect's office of recognized standing.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2280 to \$3180 inclusive.

Salary rates—\$2280, \$2460, \$2700, \$2940, \$3180.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Assistant Architect in charge of the examination of plans in the Bureau of Buildings, Borough of Richmond.

DUTIES—

See also Grade 3 of the Inspector of Buildings Group of the Inspectional Service.

GRADE 4 (O R 4)**TITLES OF POSITIONS—**

ARCHITECT
CONSULTING ARCHITECT
ARCHITECT (LANDSCAPE)

DUTIES—**Architect, Consulting Architect:**

The duties of Architects and Consulting Architects are to perform the highest order of executive or supervisory work entailing entire responsibility for an important architectural department, bureau, division or project; or to give independent expert or critical architectural advice of the highest order for executive action.

Architect (Landscape):

The duties of Architects (Landscape) are to perform the highest order of executive or supervisory work entailing entire responsibility for an important department, bureau, division or project of architectural landscape work; or to give independent expert or critical architectural advice of the highest order for executive action.

QUALIFICATIONS—**Architect, Consulting Architect:**

1. The minimum qualifications prescribed for Assistant Architect in Grade 3.
2. If appointed by promotion, not less than three years of experience in Assistant Architect's work in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Architect (Landscape):

1. The minimum qualifications prescribed for Assistant Architect (Landscape) in Grade 3.
2. If appointed by promotion, not less than three years of experience in the work of Assistant Architect (Landscape) in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3420 and up.

Salary rates—\$3420, \$3660, \$3960, \$4260, \$4560.*

Per diem compensation—\$25 and up for each full day of service.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* No recommendation is made above \$4560.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Architect in charge of the examination of plans in the Bureau of Buildings, Borough of Manhattan, Brooklyn, Queens or The Bronx.

Landscape Architect for the Park Board.

DUTIES—

See also Grade 4 of the Inspector of Buildings Group of the Inspectional Service.

BACTERIOLOGIST GROUP

SYMBOL (O B)

The term Bacteriologist Group is applied to those offices or employments of the Professional Service in which incumbents are required to procure, prepare and mount bacteriological specimens, to examine them microscopically or otherwise, and to diagnose disease on the basis of such examinations; to make and prepare media for the growth of bacteria; to make, prepare for use, and administer antitoxins, serums and vaccines in the prevention or cure of disease, and to perform such other services as may be required in the procuring, preparation, examination and diagnosis of bacteriological specimens.

GRADE 1 (O B 1)

TITLES OF POSITIONS—

ASSISTANT BACTERIOLOGIST

DUTIES—

The duties of incumbents of these positions are to exercise independent judgment in and be responsible for bacteriological examinations and to perform research work under supervision.

Examples:

Making bacteriological examinations of milk, water, etc.

Examining specimens of sputum, diphtheria culture.

Producing toxins, antitoxins, vaccines.

Making disinfection tests.

Conducting research studies in animal experimentation to discover causes of disease.

QUALIFICATIONS—

1. A medical degree granted on the completion of a standard course of instruction in a medical school of recognized standing.
2. Evidence of the completion of a standard course in bacteriology, not less than two years in length, in a college or university of recognized standing.
3. Experience as either interne or assistant in a bacteriological or biological laboratory of recognized standing.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of either 1, 3 and 4, or 2, 3 and 4.

COMPENSATION—

Range of annual compensation for full-time service—\$1500 to \$2100 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100.

Range of annual compensation for part-time service averaging not less than 28 hours a week—\$1200 to \$1800 inclusive.

Salary rates—\$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (O B 2)**TITLES OF POSITIONS—****BACTERIOLOGIST****DUTIES—**

The duties of incumbents of these positions, which may or may not involve supervision of employes in Grade 1, are to supervise and be responsible for special laboratory work in a division of the bacteriological service or to perform independent experiments and to conduct original research of the widest scope and importance.

Examples:

Directing rabies treatment and experimentation.

Directing original investigation and animal experimentation to discover causes and means of prevention of disease.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1, including a medical degree granted on the completion of a standard course of instruction in a medical school of recognized standing.

2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$2280 to \$3420 inclusive.

Salary rates—\$2280, \$2460, \$2700, \$2940, \$3180, \$3420.

Range of annual compensation for part-time service averaging not less than 28 hours a week—\$1980 to \$3060 inclusive.

Salary rates—\$1980, \$2160, \$2340, \$2580, \$2820, \$3060.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Director of the smallpox vaccine laboratories of the Department of Health.

Assistant Director of a bacteriological laboratory or a group of laboratories, such as the Bureau of Laboratories of the Department of Health.

GRADE 3 (O B 3)**TITLES OF POSITIONS—**

DIRECTOR OF HEALTH LABORATORIES

DUTIES—

The duties of incumbents of these positions, which require the highest order of specialized knowledge, are to supervise and be responsible for the entire work of a bacteriological laboratory, or a group of bacteriological and other laboratories, and to furnish expert and critical advice of the highest order in the practice of bacteriology.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$5100 and up.

Salary rates—\$5100, \$5520, \$5940.*

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* No recommendation is made above \$5940.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

CHAPLAIN GROUP.

SYMBOL (O C)

The term Chaplain Group is applied to those offices or employments of the Professional Service in which incumbents are required to minister to the religious needs and comfort of persons in the employ, care or custody of the city.

GRADE 1 (O C 1)

TITLES OF POSITIONS—

CHAPLAIN

DUTIES—

The duties of incumbents of these positions are to minister to the religious needs and comfort of persons in the employ, care or custody of the city.

COMPENSATION—

Salary rate for persons giving full time service or on call at all times—\$900 with or without maintenance.

Salary rate for part time service averaging not less than one day a week—\$480 without maintenance.

If more than one chaplain of one denomination is employed in an institution or group of institutions, the senior chaplain shall receive \$900 and his assistant \$600.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chaplain for the Fire Department.

Chaplain at the Workhouse on Blackwells Island.

CHEMIST AND PHYSICIST GROUP

SYMBOL (O K)

The term Chemist and Physicist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform routine or research work in chemistry or physics involving the making and recording of chemical or physical tests or analyses, to diagnose the contents of substances, to testify in court regarding their analyses and to perform such other services as may be required in the analysis and testing of substances.

GRADE 1 (O K 1)

TITLES OF POSITIONS—

JUNIOR CHEMIST
JUNIOR PHYSICIST

DUTIES—

The duties of incumbents of these positions are to perform under supervision definite details of work in a chemical or physical laboratory.

Examples:

Analyzing asphalt, milk, rubber, paints, ink, cement, rope, paper, drugs, water, foods, etc.

QUALIFICATIONS—

1. A degree in science granted on the completion of a standard course of instruction with chemistry or physics as the major subject in a college or technical school of recognized standing, or proof of other training recognized by the Municipal Civil Service Commission as the equivalent.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full time service—\$900 to \$1380 inclusive.
Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (O K 2)**TITLES OF POSITIONS—**

ASSISTANT CHEMIST
ASSISTANT PHYSICIST

DUTIES—

The duties of incumbents of these positions, which may or may not involve supervision of laboratory assistants, are to take charge of and be responsible for a division of chemical or physical work in a large laboratory or all the chemical or physical work in a minor laboratory, or to do research work under supervision.

Examples:

Taking charge of the analysis of asphalt, milk, rubber, paints, ink, cement, rope, paper, drugs, water, foods, etc.
Inspecting the manufacture and composition of paving materials.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$1500 to \$2100 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100.

Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$1020 to \$1380 inclusive.

Salary rates—\$1020, \$1140, \$1260, \$1380.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chemist in charge of the testing of supplies for the Board of Education.

GRADE 3 (O K 3)**TITLES OF POSITIONS—**

CHEMIST
PHYSICIST

DUTIES—

The duties of incumbents of these positions, which may or may not involve supervision of employes in Grade 1 and of other assistants, and which require the highest degree of skill and judgment in the practice of chemistry or physics, are to be responsible for all the chemical or physical work in important laboratories and to initiate and carry out difficult chemical or physical research work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$2280 to \$3660 inclusive.

Salary rates—\$2280, \$2460, \$2700, \$2940, \$3180, \$3420, \$3660.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chemist or Physicist in charge of all analytical work of the Central Testing Laboratory or of the laboratories of the Bureau of Highways in the Borough of Manhattan or Brooklyn.

Chemist in charge of the drug laboratories of the Department of Public Charities.

Chemist or Physicist in charge of all routine analysis in the Department of Water Supply, Gas and Electricity.

GRADE 4 (O K 4)**TITLES OF POSITIONS—**

DIRECTOR (CENTRAL TESTING LABORATORY)

DUTIES—

The duties of incumbents of these positions, which require the highest degree of specialized knowledge of chemistry and physics, and which involve the application of the most advanced scientific methods, are to direct and to be entirely responsible for an entire chemical and physical department or bureau, and to perform or direct the most difficult chemical and physical research work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than four years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$5100 and up.

Salary rates—\$5100, \$5520, \$5940.*

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* No recommendation is made above \$5940.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

DENTIST GROUP

SYMBOL (O D)

The term Dentist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform such services in the investigation, reporting, prevention, care and treatment of diseases or abnormal conditions of the teeth and adjoining structures as may lawfully be performed by dentists.

GRADE 1 (O D 1)

TITLES OF POSITIONS—

DENTAL INTERNE

DUTIES—

The duties of incumbents of these positions are to execute under supervision dental work commonly required of a dental interne in the care and treatment of hospital patients or institutional inmates.

QUALIFICATIONS—

1. Either a professional degree granted on the completion of a standard course of instruction in a dental college of recognized standing, or a license to practice dentistry issued by the Board of Regents of the University of the State of New York, but not necessarily any experience in the practice of dentistry other than that which is incident to the attainment of these qualifications.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Annual compensation—\$120 with maintenance in Bellevue Hospital and other hospitals where the service is desirable from the point of view of the experience afforded; \$240 with maintenance in hospitals of the Department of Public Charities and the Department of Correction, and in other institutions where the service is less desirable.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (O D 2)**TITLES OF POSITIONS—****DENTIST****DUTIES—**

The duties of incumbents of these positions, which require a high degree of dental skill, are to perform all operations common to general dental practice either independently in a small unit or under supervision in large hospitals or groups of clinics.

Examples:

Filling and cleansing teeth.

Correcting dental deformities.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1, including a license to practice dentistry issued by the Board of Regents of the University of the State of New York.

2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service in hospitals or institutions—\$900 to \$1380 inclusive with maintenance.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

Range of annual compensation for part-time service averaging not less than 18 hours a week—\$900 to \$1380 inclusive.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (O D 3)**TITLES OF POSITIONS—****SUPERVISING DENTIST****DUTIES—**

The duties of incumbents of these positions, which involve supervision of employes in Grades 1 and 2, are to supervise and be entirely responsible for the dental work of a large hospital or institution, a group of hospitals or institutions, or the dental clinics of a department, and in addition to execute dental work requiring the highest degree of dental skill and judgment.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service in hospitals or institutions—\$1500 to \$1740 inclusive with maintenance.

Salary rates—\$1500, \$1620, \$1740.

Range of compensation for part-time service averaging not less than 18 hours a week—\$1500 to \$1740 inclusive.

Salary rates—\$1500, \$1620, \$1740.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Dentist supervising the dental clinics in the Department of Health.

DIETITIAN GROUP

SYMBOL (O T)

The term Dietitian Group is applied to those offices or employments of the Professional Service in which incumbents are required to supervise and be responsible for the planning of diets, the requisition, storage, preparation and serving of foods, and the work of cooks, waitresses and other dietary helpers.

GRADE 1 (O T 1)

TITLES OF POSITIONS—

DIETITIAN

DUTIES—

The duties of incumbents of these positions are to perform such definite details of dietary work in a large hospital as may be assigned by the head dietitian and to supervise the work of pupil dietitians, or to direct and be responsible for the dietary work in a small hospital or in a large charitable institution for children or the aged.

QUALIFICATIONS—

1. A diploma or certificate granted on the completion of a one-year standard course of instruction in domestic science, including courses in physiological chemistry and dietetics or nutrition, at a technical school of recognized standing, or proof of other training or experience recognized by the Municipal Civil Service Commission as the equivalent.
2. Experience in the practice of dietetics.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$720 to \$900 inclusive, with maintenance.
Salary rates—\$720, \$780, \$840, \$900.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Dietitian in charge of the dietary work of the Coney Island Hospital, New York City Children's Hospitals and Schools, or the New York City Home for the Aged and Infirm.

Assistant Dietitian at Metropolitan or Bellevue Hospital.

See Grades 1 and 2 of the Supervisor Group of the Institutional Service.

GRADE 2 (O T 2)**TITLES OF POSITIONS—****HEAD DIETITIAN****DUTIES—**

The duties of incumbents of these positions are to direct and be responsible for the dietary work in a large hospital, or to direct and be responsible for the dietary work in a training school for nurses and to instruct the nurses in dietetics.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1020 to \$1380 inclusive, with maintenance.
Salary rates—\$1020, \$1140, \$1260, \$1380.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head Dietitian at Bellevue Hospital or City Hospital.

GRADE 3 (O T 3)**TITLES OF POSITIONS—****DEPARTMENTAL DIETITIAN****DUTIES—**

The duties of incumbents of these positions, which require the highest order of specialized knowledge of dietetics, are to direct and be responsible for the dietary work of an entire city department.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1800 to \$2820 inclusive, with or without maintenance.

Salary rates—\$1800, \$1980, \$2160, \$2340, \$2580, \$2820.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Dietitian in charge of the dietary work for the Department of Public Charities, the Department of Health or Bellevue and Allied Hospitals.

ENGINEER GROUP

SYMBOL (O E)

The term Engineer Group is applied to those offices or employments of the Professional Service in which incumbents are required to conduct surveys, to prepare, supervise or investigate designs, plans, estimates, specifications and contracts or to construct, operate, maintain and inspect such projects and works as highways, bridges, transportation, harbor and terminal facilities, buildings, and such projects and works as are incidental to the production, distribution and utilization of light, heat and power, the collection, purification and distribution of water, and the collection and disposal of sewage, garbage, snow and other municipal waste, or to perform services in organizing and reorganizing administrative units for which training and experience in engineering are conspicuous qualifications.

GRADE 1 (O E 1)

TITLES OF POSITIONS—

ENGINEERING ASSISTANT

DUTIES—

The duties of incumbents of these positions are to perform under supervision elementary or apprentice work in field, works or office in one or more of the specialized engineering branches.

Examples:

Using surveying, measuring and drafting instruments, engineering tables and diagrams.

Inspecting or investigating minor details of engineering work and materials. Computing.

QUALIFICATIONS—

1. Such training in civil, mechanical, electrical, sanitary or other engineering branches as is evidenced by a professional degree granted on the completion of a standard course of instruction in an engineering school of recognized standing, or proof of other training in engineering recognized by the Municipal Civil Service Commission as the equivalent, but not necessarily any experience in the practice of engineering other than that which is incident to the attainment of such qualifications.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1380 inclusive.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

See also Grades 1 and 2 of the Inspector of Public Works, Inspector of Buildings and Inspector of Electricity and Lighting Groups of the Inspectional Service.

QUALIFICATIONS—

It is recommended that the examination for this grade be held in June or July, when the professional schools and universities have closed. Examinations should be such as would attract the best students who have just graduated from professional schools. This grade is not a promotional grade from the Sub-Professional Service. Provision is made for promotion from Grade 2 of the Draftsman and Instrumentman Groups of the Sub-Professional Service to Grade 2 of this group. Employees in Grade 1 will compete with employees in Grade 2 of the Draftsman and Instrumentman Groups for promotion to Grade 2.

GRADE 2 (O E 2)**TITLES OF POSITIONS—**

JUNIOR ENGINEER
 JUNIOR ENGINEER (CIVIL)
 JUNIOR ENGINEER (MECHANICAL)
 JUNIOR ENGINEER (ELECTRICAL)
 JUNIOR ENGINEER (SANITARY)

DUTIES—

The duties of incumbents of these positions, which may or may not be supervisory in character, are to execute definite instructions in a minor division of engineering work in field, works, or office.

Examples:

Designing or examining plans under supervision.
 Preparing general or working drawings.
 Inspecting or investigating engineering work and materials.
 Making computations and compiling data for reports and cost records.
 Directing a field party on surveys, construction or repair work.
 Supervising or inspecting minor operating works.
 Making final inspections on buildings.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.
4. Not less than one year of experience in Grade 2 of the Instrumentman or Draftsman Group of the Sub-Professional Service.

The minimum qualifications shall consist of 1, 2 and 3, or 3 and 4.

COMPENSATION*—

Range of annual compensation—\$1500 to \$2100 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100.

Persons promoted from Grade 2 of the Instrumentman or Draftsman Group of the Sub-Professional Service to Grade 2 of the Engineer Group of the Professional Service shall receive the salary rate nearest to that received before promotion and involving no decrease.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*Appropriate deductions from salary will be made in the case of Junior Engineers receiving part or full maintenance.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

See also Grade 2 of the Inspector of Public Works, Inspector of Buildings and Inspector of Electricity and Lighting Groups of the Inspectional Service.

GRADE 3 (O E 3)**TITLES OF POSITIONS—**

ASSISTANT ENGINEER
 ASSISTANT ENGINEER (CIVIL)
 ASSISTANT ENGINEER (MECHANICAL)
 ASSISTANT ENGINEER (ELECTRICAL)
 ASSISTANT ENGINEER (SANITARY)
 ASSISTANT ENGINEER (POWER PLANT SUPERVISION)

DUTIES—

Assistant Engineer, Assistant Engineer (Civil), Assistant Engineer (Mechanical), Assistant Engineer (Electrical), Assistant Engineer (Sanitary):

The duties of incumbents of these positions are to exercise engineering judgment and to assume responsibility in making studies and computations necessary to the preparation of plans, designs, specifications and contracts for or in supervising or inspecting construction work on a minor section of a large engineering project, or a major section of a small engineering project; or in the operation of a completed section of a project of either kind; or to make under supervision engineering investigations for executive action, incident to the criticism of the design, plan, construction or operation of the above projects.

Examples:

Independently designing and preparing plans for more important work.

Supervising:

A large squad or division or small bureau in designing and preparing plans, preparing estimates, assessment lists, specifications.

Engineering examinations of plans and specifications for new buildings and alterations.

Inspections of new buildings and alterations.

Assuming responsible charge of:

The construction, installation or operation of a division under the distribution, pumping, watershed, power production, purification or disposal plant functions or a combination of these functions; installation of a heating, lighting or electrical plant.

The construction, maintenance, operation or repair of a division of sewers, conduits, highways, bridges, water mains, waterfront, viaducts, tunnels, aqueducts, dams, dikes, reservoirs, public buildings, etc.

Topographical or sub-surface surveys.

Preparation of street layout and grades.

Making independent engineering investigations and reports relating to:

Encroachments, pavement conditions and valuations.

Sewer construction, garbage, snow and sewage disposal.

Traffic studies and statistics for local improvements.

Map changes, drainage plans and street opening proceedings.

Unauthorized structures, applications for franchises.

Operation of refrigeration plants.

Construction of telegraph lines, etc.

Making:

Engineering inspections, investigations, estimates and reports for municipal improvements, including requests for appropriations of public funds, approval of contracts, plans and specifications for modifications of contemplated improvements for work under construction or completed, or for adjustment of claims or audit.

Engineering investigations incident to the preparation of standard specifications for work, supplies, equipment, material and methods.

GRADE 3 (O E 3)—Continued**Assistant Engineer (Power Plant Supervision):**

The duties of Assistant Engineers (Power Plant Supervision) are to be in responsible charge of all mechanical equipment and of the plant and works employed in the production, distribution, and utilization of heat, light and power for the various institutions or buildings of a department, including responsibility for organization and equipment, for economy in operation, and for new installations where required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—

Range of annual compensation—\$2280 to \$3180 inclusive.

Salary rates—\$2280, \$2460, \$2700, \$2940, \$3180.

SPECIAL REGULATION GOVERNING COMPENSATION—

Assistant Engineer, Assistant Engineer (Civil), Assistant Engineer (Mechanical), Assistant Engineer (Electrical), Assistant Engineer (Sanitary):

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL REGULATION GOVERNING COMPENSATION—

Assistant Engineer (Power Plant Supervision):

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*Appropriate deductions from salary will be made in the case of Assistant Engineer receiving part of full maintenance.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

See also Grade 3 of the Inspector of Public Works, Inspector of Buildings and Inspector of Electricity and Lighting Groups of the Inspectional Service.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Inspector of Combustibles and Blasting.

Assistant Engineer (Power Plant Supervision) in the Department of Public Charities.

Engineer in charge of mechanical forces in the Department of Street Cleaning.

Engineer in charge of the construction of a minor bridge in the Department of Plant and Structures.

Assistant Engineer in charge of the Division of Design and Survey, Bureau of Highways, Manhattan.

Assistant Engineer in charge of a Division of Sewer Construction, Bureau of Sewers, Queens and Brooklyn.

First Engineer Assistant to engineer in charge of the Division of Maintenance, Bureau of Highways, Brooklyn.

GRADE 4 (O E 4)**TITLES OF POSITIONS—**

SENIOR ASSISTANT ENGINEER
 SENIOR ASSISTANT ENGINEER (CIVIL)
 SENIOR ASSISTANT ENGINEER (MECHANICAL)
 SENIOR ASSISTANT ENGINEER (ELECTRICAL)
 SENIOR ASSISTANT ENGINEER (SANITARY)

DUTIES—

The duties of incumbents of these positions are to assume responsibility for a major division of work on a large engineering project including its plan, design, construction, inspection or operation; or to assume responsibility for the whole of a small engineering project, including its plan, design, construction, inspection or operation; or to give independent critical engineering advice for executive action incident to the plan, design, construction or operation of such projects.

Examples:

Supervising a large bureau of design involving the more complex problems.
 Supervising the preparation of estimates, assessment lists and specifications.
 Supervising the operation of a combination of the distribution, pumping or water shed functions.
 Supervising the installation or operation of a major heating, lighting or electrical plant.
 Supervising the construction, operation, maintenance or repair of a major division of sewers, conduits, highways, bridges, water mains, aqueducts, reservoirs, viaducts, tunnels, public buildings, waterfront, dams, dikes, etc.
 Supervising engineering investigations, inspections, estimates and reports for municipal improvements, including requests for appropriations of public funds, approval of contracts, plans, specifications or modifications, adjustment of claims or audits on work contemplated, under construction, or completed.
 Supervising engineering investigations in the preparation of standard specifications for work, salaries, supplies, equipment, materials or methods.
 Supervising engineering investigations of local improvements, map changes, drainage plans, street opening proceedings, applications for franchises, etc.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—

Range of annual compensation—\$3420 to \$4560 inclusive.

Salary rates—\$3420, \$3660, \$3960, \$4260, \$4560.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*Appropriate deductions from salary will be made in the case of Senior Assistant Engineers receiving part or full maintenance.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Surveyor in the Department of Taxes and Assessments.

Engineer in charge of the maintenance and reconstruction of a large bridge, such as the Brooklyn, Williamsburg, Queensboro or Manhattan Bridge.

First Assistant to the Chief Engineer of light and power in the Department of Water Supply, Gas and Electricity.

First Assistant Engineer in the Bureau of Highways, Brooklyn.

First Assistant Engineer in the Bureau of Sewers, Manhattan.

Chief Engineer of the Department of Public Charities.

GRADE 5 (O E 5)**TITLES OF POSITIONS—**

ENGINEER
 ENGINEER (CIVIL)
 ENGINEER (MECHANICAL)
 ENGINEER (ELECTRICAL)
 ENGINEER (SANITARY)

DUTIES—

The duties of incumbents of these positions, which require a high order of executive ability and specialized knowledge, are to assume responsibility for a large and important engineering department, bureau, division or project involving complex problems of construction or maintenance and administration, or to give independent expert or critical engineering advice of a high order for executive action relative to work of this scope.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than two years of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$4860 to \$6600 inclusive.

Salary rates—\$4860, \$5280, \$5700, \$6120, \$6600.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Senior Engineers in the Bureau of Contract Supervision under the Board of Estimate and Apportionment.

Chief Electrical Engineer in charge of the installation of the new fire alarm telegraph system, Fire Department. This is a temporary position.

Chief Engineer of light and power in the Department of Water Supply, Gas and Electricity.

Chief Engineer in the Bureau of Highways, Manhattan.

Chief Engineer in the Bureau of Sewers, Brooklyn.

Chief Engineer in the Bureau of Sewers and Highways, Bronx.

GRADE 6 (O E 6)**TITLES OF POSITIONS—**

CHIEF ENGINEER
CONSULTING ENGINEER

DUTIES—

The duties of incumbents of these positions, which require the highest order of executive or advisory ability, are to assume entire responsibility for all engineering work in the largest and most important engineering departments, bureaus or projects, involving the most complex problems of construction or maintenance and administration, or to give independent expert or critical engineering advice of the highest order for executive action relative to work of this scope.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 5.
2. If appointed by promotion, not less than two years of experience in Grade 5, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 5.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$7200 and up.

Salary rates—\$7200, \$7800, \$8400, \$9000.*

Per diem compensation—\$25 and up for each full day of service.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*No recommendation is made above \$9000.

NOTES ON GRADE 6

Not Submitted for Adoption as Part of the Standard Specifications

The following positions only are appraised at the present time in this grade:

- 1 Consulting Engineer in the Boroughs of Manhattan, Brooklyn and The Bronx.
- 2 Consulting Engineers in the Board of Estimate, now known as the Chief and Deputy Chief Engineers.
- 1 Chief Engineer of the Bureau of Franchises of the Board of Estimate and Apportionment.
- 1 Consulting Engineer in the Department of Water Supply, Gas and Electricity, now known as the Chief Engineer of the department.
- 1 Chief Engineer of the Department of Water Supply, Gas and Electricity, now known as the Deputy Chief Engineer of that department.
- 1 Chief Engineer in the Department of Bridges.
- 1 Consulting Engineer in the Department of Docks and Ferries, now known as Chief Engineer of the Department of Docks and Ferries.

FORESTER GROUP

SYMBOL (O O)

The term Forester Group is applied to those offices or employments of the Professional Service in which incumbents are required to supervise the work of planting, cultivating, conserving and protecting from destructive insect life, fungus and other diseases, trees, shrubs and plants in public parks or streets.

GRADE 1 (O O 1)

TITLES OF POSITIONS—

FORESTER

DUTIES—

The duties of incumbents of these positions are to make studies, inspections and specifications relating to the conservation of trees, shrubs and plants and their protection from insects, fungus, or other parasites and diseases; to plan, supervise and inspect the work of all the forces employed in spraying, pruning, trimming, planting and otherwise caring for trees, shrubs and plants in the public parks, streets or nurseries of one or more boroughs; to supervise the issuance of permits for removing or planting trees, erecting poles, stringing ropes or wires, moving houses, or for other acts which may involve injury to trees or shrubs.

QUALIFICATIONS—

1. Such training in forestry as is evidenced by a degree granted on the completion of a standard course of instruction in a forestry school of recognized standing, or proof of other training recognized by the Municipal Civil Service Commission as the equivalent.
2. Experience in the practice of forestry.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1920 to \$2700 inclusive.

Salary rates—\$1920, \$2100, \$2280, \$2460, \$2700.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

QUALIFICATIONS—

It is recommended that the examination for this grade be held in June or July, when the professional schools and universities have closed. Examinations should be such as would attract the best students who have just graduated from professional schools.

LAWYER GROUP

SYMBOL (O L)

The term Lawyer Group is applied to those offices or employments of the Professional Service in which incumbents are required to conduct actions and proceedings in which the city, or a county or borough contained therein, a department, or an officer thereof, is a party or is interested, or to render legal advice or assistance to public officers.

GRADE 1 (O L 1)

TITLES OF POSITIONS—

JUNIOR LAW ASSISTANT

DUTIES—

The duties of incumbents of these positions are to perform under supervision definite details of legal work.

Examples:

- Collecting legal authorities for briefs or opinions.
- Assembling facts and exhibits for trials.
- Answering calendar.
- Preparing papers in actions and proceedings.
- Taxing bills of costs.
- Entering orders and judgments.

QUALIFICATIONS—

1. Either a degree granted on the completion of a standard course of instruction in a law school of recognized standing, or a certificate or record of admission to the bar in the State of New York, but not necessarily any experience in legal work other than that which is incident to the attainment of these qualifications.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1380 inclusive.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

QUALIFICATIONS—

It is recommended that the examination for this grade be held in June or July, when the professional schools and universities have closed. Examinations should be such as would attract the best students who have just graduated from professional schools. This grade is not a promotional grade from the Sub-Professional Service. Provision is made for promotion from Grade 2 of the Law Clerk Group of the Sub-Professional Service to Grade 2 of this Group. Employees in Grade 1 will compete with employees in Grade 2 of the Law Clerk Group for promotion to Grade 2.

GRADE 2 (O L 2)**TITLES OF POSITIONS—**

JUNIOR ASSISTANT CORPORATION COUNSEL

DUTIES—

The duties of incumbents of these positions are to conduct less important cases, to assist in more important cases and to perform other legal work not involving great responsibility under advice or direction of other counsel.

Examples:

- Preparing memoranda of law.
- Arguing incidental motions.
- Assisting in the preparation and trial of cases.
- Conducting the trial of routine or less difficult cases.

QUALIFICATIONS—

1. A certificate or record of admission to the bar in the State of New York.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.
4. Not less than one year of experience in Grade 2 of the Law Clerk Group of the Sub-Professional Service.

The minimum qualifications shall consist of 1, 2 and 3, or 1, 3 and 4.

COMPENSATION—

Range of annual compensation—\$1500 to \$2280 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100, \$2280.

Persons promoted from Grade 2 of the Law Clerk Group of the Sub-Professional Service to Grade 2 of the Lawyer Group of the Professional Service shall receive the salary rate nearest to that received before promotion and involving no decrease.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Junior Assistant Corporation Counsel engaged in helping Assistants to prepare for trial actions on contract.

Junior Assistant Corporation Counsel engaged in trying short weight cases in the lower courts.

GRADE 3 (O L 3)**TITLES OF POSITIONS—**

LEGAL ADVISER

DEPUTY ASSISTANT CORPORATION COUNSEL

DUTIES—

The duties of incumbents of these positions are to supervise or perform important legal work requiring professional experience, skill and judgment.

Examples:

Preparing opinions, briefs, instruments and pleadings.

Arguing important motions, demurrers or appeals.

Trying actions and proceedings.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2520 to \$4680 inclusive.

Salary rates—\$2520, \$2760, \$3000, \$3240, \$3480, \$3780, \$4080, \$4380, \$4680.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Legal Adviser to the Commissioner of Health. The present title of this position is Law Clerk.

Deputy Assistant Corporation Counsel engaged in preparing drafts of opinions on franchise matters.

Deputy Assistant Corporation Counsel engaged in trial of accident cases.

GRADE 4 (O L 4)**TITLES OF POSITIONS—**

SENIOR LEGAL ADVISER
 ASSISTANT CORPORATION COUNSEL

DUTIES—

The duties of incumbents of these positions are to direct and be responsible for the most important work of legal branches, bureaus or divisions, or to perform independently the highest order of legal work.

Examples:

Acting as consulting counsel on the most important legal matters.
 Conducting the most important litigation.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than four years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$5100 and up.

Salary rates—\$5100, \$5520, \$5940, \$6600, \$7200, \$7800, \$8400, \$9000.*

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* No recommendation is made above \$9000.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Counsel in charge of the Brooklyn office of the Law Department, or of the Bureau of Street Opening Proceedings.

Legal Adviser to the Mayor.

Representative of the Corporation Counsel at the State Capitol.

Chief of the Division of Law and Adjustments in the Department of Finance.

NURSE GROUP

SYMBOL (O N)

The term Nurse Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform such services in the nursing, care and treatment of the sick, and in the investigation, reporting, prevention and correction of conditions unfavorable to the health of individuals or communities as may lawfully be performed by nurses.

GRADE 1 (O N 1)

TITLES OF POSITIONS—

NURSE
FIELD NURSE

DUTIES—

Nurse:

The duties of Nurses are to perform under supervision routine nursing in hospitals and other institutions in which such routine nursing is not performed by pupil nurses, or to supervise and be responsible for the nursing work performed in a hospital ward by pupil nurses or other helpers.

Field Nurse:

The duties of Field Nurses are to perform under supervision such definite details of field nursing or social service work as may be required in the investigation, reporting, prevention and correction of diseases or conditions unfavorable to the health or welfare of individuals or communities, or to supervise small units of field nursing work.

Examples:

- Supervising the health of school children and visiting the homes of parents to secure treatment for children requiring treatment or care.
- Investigating and reporting cases of communicable diseases.
- Visiting the homes of the sick to provide nursing care or to assist in their social betterment.
- Investigating conditions or circumstances attending the birth of children.
- Visiting midwives to examine their equipment and methods.

QUALIFICATIONS—

1. A certificate or license to practice as registered nurse issued by the Board of Regents of the University of the State of New York.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Nurse:

Range of annual compensation—\$600 to \$720 inclusive, with maintenance for nurses in hospital service.

Salary rates—\$600, \$660, \$720.

Field Nurse:

Range of annual compensation—\$900 to \$1080 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080.

An additional sum of \$45 may be paid for each three months of continuous service in tuberculosis, psychopathic or alcoholic hospitals or wards. In the event that a nurse is assigned to a tuberculosis hospital or ward because she has developed tuberculosis, she shall not be eligible to receive this additional sum.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Field Nurse in charge of a branch office or clinic of the Bureau of Preventable Diseases of the Department of Health.

GRADE 2 (O N 2)**TITLES OF POSITIONS—**

CHIEF NURSE
SENIOR FIELD NURSE

DUTIES—**Chief Nurse:**

The duties of Chief Nurses are to supervise and be responsible for the nursing work of a small division or group of wards in a hospital, or to direct the training of a group of pupil nurses in a training school.

Examples:

Supervising a group of medical or surgical wards.
Supervising an operating room.
Supervising the routine nursing work in a psychopathic or alcoholic service.
Acting as special instructor of probationers and pupil nurses in practical and theoretical nursing and related subjects.

Senior Field Nurse:*

The duties of Senior Field Nurses are to supervise the field nursing or social service work of a group of nurses, or to make special field investigations requiring a high degree of technical nursing ability or experience in the treatment of the sick or prevention of disease.

Examples:

Making special investigation of the work of other nurses as a special investigator or inspector for the head of a bureau or department.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Chief Nurse:**

Range of annual compensation—\$780 to \$1200 inclusive, with maintenance for nurses in hospital service.

Salary rates—\$780, \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200.

An additional sum of \$45 may be paid for each three months of continuous service in tuberculosis, psychopathic or alcoholic hospitals or wards.

Senior Field Nurse:

Range of annual compensation—\$1140 to \$1440 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* In the case of supervisory positions, only heads of large district units are included in this grade. In the case of small units, it is expected that several will be grouped together under one supervisor.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

District Supervisor of Nurses in the Bureau of Preventable Diseases or the Bureau of Child Hygiene in the Department of Health.

GRADE 3 (O N 3)**TITLES OF POSITIONS—**

ASSISTANT SUPERINTENDENT OF NURSES
 ASSISTANT DIRECTOR OF FIELD NURSES

DUTIES—**Assistant Superintendent of Nurses:**

The duties of Assistant Superintendents of Nurses are to act as assistant to the Superintendent of Nurses of a large hospital, or to superintend the entire nursing staff in a small hospital with or without a training school for nurses.

Assistant Director of Field Nurses

The duties of Assistant Directors of Field Nurses are to act as assistant to the Director of Field Nurses and to be responsible for the performance of assigned duties in an entire bureau composed of several large units, or to direct and be responsible for the work of the field nurses of a small and independent bureau.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Assistant Superintendent of Nurses:**

Range of annual compensation—\$1320 to \$1560 inclusive, with maintenance for nurses in hospital service.

Salary rates—\$1320, \$1440, \$1560.

Assistant Director of Field Nurses:

Range of annual compensation—\$1560 to \$1680 inclusive.

Salary rates—\$1560, \$1680.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Assistant Superintendent of Nurses in Bellevue or Metropolitan Hospital.

Superintendent of Nurses in Fordham or Harlem Hospital.

Assistant Director of Field Nurses in the Bureau of Preventable Diseases.

Assistant Director in charge of the Field Nurses at Bellevue Hospital.

GRADE 4 (O N 4)**TITLES OF POSITIONS—**

SUPERINTENDENT OF NURSES
DIRECTOR OF FIELD NURSES

DUTIES—**Superintendent of Nurses:**

The duties of Superintendents of Nurses, which require a high degree of nursing and executive ability, are to direct the entire nursing staff in a large hospital with or without a training school for nurses, or to act as superintendent of nurses and lay superintendent in a small hospital, or to be responsible for the entire administration of a small hospital where knowledge of nursing and hospital work is required, but not necessarily professional training in medicine.*

Director of Field Nurses:

The duties of Directors of Field Nurses, which require a high degree of executive ability and experience in field nursing, are to direct and be responsible for the work of the field nurses of an entire bureau composed of several large units.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Superintendent of Nurses:**

Range of annual compensation—\$1680 to \$1980 inclusive, with maintenance for nurses in hospital service.

Salary rates—\$1680, \$1800, \$1980.

Director of Field Nurses:

Range of annual compensation—\$1800 to \$2160 inclusive.

Salary rates—\$1800, \$1980, \$2160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* It is intended to provide for the assignment of a Superintendent of Nurses to work as administrative head of a small hospital where training in medicine is not required. Such an assignment should not involve a change of title. An office title could be given indicating the specific institution of which the Superintendent of Nurses is in charge.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of Nurses in Metropolitan, Bellevue, City or Kings County Hospital.

Superintendent of Nurses in charge of Gouverneur, Fordham or Sea Breeze Hospital.

Director of Field Nurses in the Bureau of Preventable Diseases of the Department of Health.

GRADE 5 (O N 5)**TITLES OF POSITIONS—****GENERAL SUPERINTENDENT OF NURSES****DUTIES—**

The duties of incumbents of these positions, which require the highest degree of nursing and executive ability, are to direct the entire nursing staff in a group or department of hospitals; with or without training schools for nurses.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than two years of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2160 to \$3060 inclusive, with maintenance for nurses in hospital service.

Salary rates—\$2160, \$2340, \$2580, \$2820, \$3060.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

General Superintendent of Nurses in Bellevue and Allied Hospitals.

PATHOLOGIST GROUP

SYMBOL (O G)

The term Pathologist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform autopsies or post mortem examinations, to recognize and report pathological conditions discovered by microscopic or other examinations, to prepare and mount specimens of tissue for examination or exposition, and to perform such other services as may be required in the procuring, preparation, examination, or analysis of specimens of human tissue.

GRADE 1 (O G 1)

TITLES OF POSITIONS—

ASSISTANT PATHOLOGIST

DUTIES—

The duties of incumbents of these positions are to exercise independent judgment in and to be responsible for pathological examinations and to perform research work under supervision.

Examples:

- Examining pathological and surgical specimens.
- Performing autopsies.

QUALIFICATIONS—

1. A medical degree granted on the completion of a standard course of instruction in a medical school of recognized standing.
2. Experience as either interne or assistant in a pathological laboratory of recognized standing.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$1500 to \$2100 inclusive.
Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (O G 2)**TITLES OF POSITIONS—****PATHOLOGIST****DUTIES—**

The duties of incumbents of these positions, which may or may not involve supervision of employes in Grade 1, are to supervise and be responsible for special laboratory work in a division of the pathological service, to perform independent experiments and to conduct original research of the widest scope and importance.

Examples:

Directing the performance of autopsies, the examination of body tissues and fluids, the preparation of culture media and serums, the performance of dissection, microscopical examinations and diagnoses.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$2280 to \$3420 inclusive.
Salary rates—\$2280, \$2460, \$2700, \$2940, \$3180, \$3420.

Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Assistant Director of Laboratories in Bellevue and Allied Hospitals.

GRADE 3 (O G 3)**TITLES OF POSITIONS—****DIRECTOR OF PATHOLOGICAL LABORATORIES****DUTIES—**

The duties of incumbents of these positions, which require the highest order of specialized knowledge, are to supervise and be responsible for the entire work of a pathological laboratory, or of a group of pathological and other laboratories, and to furnish expert and critical advice of the highest order in the practice of pathology.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$5100 and up.

Salary rates—\$5100, \$5520, \$5940.*

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* No recommendation is made above \$5940.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Director of the Pathological Laboratory of Bellevue and Allied Hospitals.

PHARMACIST GROUP

SYMBOL (O F)

The term Pharmacist Group is applied to those offices or employments of the Professional Service in which incumbents are required to compound, preserve and dispense drugs according to prescriptions of medical practitioners or standard formulae.

GRADE 1 (O F 1)

TITLES OF POSITIONS—

ASSISTANT PHARMACIST

DUTIES—

The duties of incumbents of these positions, which may involve supervision of apprentice pharmacists, are to compound, preserve and dispense drugs and medicines, to manufacture standard preparations and to keep records of prescriptions filled, either independently in a small hospital or institution, or under supervision in a large hospital or institution.

QUALIFICATIONS—

1. A certificate or license to practice pharmacy issued by the Board of Regents of the University of the State of New York, but not necessarily any experience in the practice of pharmacy other than that which is incident to the attainment of these qualifications.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation with or without maintenance—\$900 to \$1140 inclusive.

Salary rates—\$900, \$1020, \$1140.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Pharmacist at Fordham Hospital.

Assistant Pharmacist at Kings County Hospital.

GRADE 2 (O F 2)**TITLES OF POSITIONS—****PHARMACIST****DUTIES—**

The duties of incumbents of these positions, which are performed independently in a large institution or in an institution with a large out-patient service, and which may involve supervision of employes in Grade 1 and of other helpers, are to compound, preserve, and dispense drugs and medicines, to manufacture standard preparations, and to keep records of prescriptions filled.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation with or without maintenance—\$1260 to \$1500 inclusive.

Salary rates—\$1260, \$1380, \$1500.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Pharmacist at Kings County, Metropolitan, Bellevue, Harlem and City Hospitals.

GRADE 3 (O F 3)**TITLES OF POSITIONS—**

HEAD PHARMACIST

DUTIES—

The duties of incumbents of these positions, which involve supervision of the compounding, preserving and dispensing of drugs and medicines, the bottling and delivery of supplies, the preparation of special reports and requisitions, and of various drug dispensing branches, are to act as chief pharmacist in a manufacturing interdepartmental laboratory under the direction of a chemist.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1620 to \$2460 inclusive.

Salary rates—\$1620, \$1740, \$1920, \$2100, \$2280, \$2460.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Pharmacist in the central drug laboratory of the Department of Public Charities.

PHYSICIAN GROUP

SYMBOL (O P)

The term Physician Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform such services in the care and treatment of the sick, and in the investigation, reporting, prevention and correction of conditions unfavorable to the health of individuals or communities as may lawfully be performed by physicians.

GRADE 1 (O P 1)

TITLES OF POSITIONS—

MEDICAL INTERNE

DUTIES—

The duties of incumbents of these positions are to perform under supervision such medical work in the care and treatment of hospital patients or institutional inmates as is commonly required of a medical interne.

Examples:

Making physical examinations of hospital patients or institutional inmates and keeping records of the same.

Diagnosing and treating medical or surgical cases and keeping clinical records of the same.

Making bacteriological or pathological examinations.

Acting as ambulance surgeon.

Assisting at operations.

QUALIFICATIONS—

1. Either a medical degree granted on the completion of a standard course of instruction in a medical school of recognized standing, or a certificate or license to practice medicine issued by the Board of Regents of the University of the State of New York, but not necessarily any experience in the practice of medicine other than that which is incident to the attainment of these qualifications.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Annual compensation—\$120 with maintenance in Bellevue and Allied Hospitals, the Department of Health, and those hospitals of the Department of Public Charities where the service is desirable from the point of view of the experience afforded; \$240 with maintenance in those hospitals of the Department of Public Charities where the service is less desirable; \$360 with maintenance in tuberculosis hospitals; \$480 with maintenance in the Department of Correction.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

It is suggested that the medical service in the correctional institutions on Blackwell's Island should be supplied by the Department of Public Charities.

GRADE 2 (O P 2)**TITLES OF POSITIONS—**

ASSISTANT PHYSICIAN
 ASSISTANT PHYSICIAN (MEDICAL CLERK)
 ASSISTANT PHYSICIAN (CLINIC)

DUTIES—**Assistant Physician:**

The duties of Assistant Physicians are to perform under supervision such services as may be required in the medical examination of applicants for admission to hospitals or other institutions or in the routine medical or surgical care and treatment of hospital patients or institutional inmates.

Examples:

Acting as junior resident physician in a hospital or other institution.

Assistant Physician (Medical Clerk):

The duties of Assistant Physicians (Medical Clerk) are to issue permits for the removal, transfer, or burial of dead bodies, and to receive and examine certificates of births and deaths, as a safeguard against violation of the provisions of the sanitary code relating to the filing and recording of vital statistics.

Assistant Physician (Clinic):

The duties of Assistant Physicians (Clinic) are to attend the clinics maintained by the city for the treatment of out-patients and to examine and give medical and surgical treatment to such patients.

QUALIFICATIONS—

1. A certificate or license to practice medicine issued by the Board of Regents of the University of the State of New York.
2. Experience as hospital interne or as assistant to an established practitioner or in independent practice.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Assistant Physician:**

Range of annual compensation—\$900 to \$1380 inclusive, with maintenance for physicians in hospital or institutional service.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380.

Assistant physician in exclusive tuberculosis or contagious disease work or in the institutions of the Department of Correction:

Range of annual compensation—\$1260 to \$1380 inclusive, with maintenance for physicians in hospital or institutional service.

Salary rates—\$1260, \$1380.

Assistant Physician (Medical Clerk):

Range of annual compensation—\$1140 to \$1500 inclusive.

Salary rates—\$1140, \$1260, \$1380, \$1500.

Assistant Physician (Clinic):

Range of annual compensation for services averaging not less than 6 hours a week—\$300 to \$660 inclusive.

Salary rates—\$300, \$480, \$660.

Range of annual compensation for services averaging not less than 18 hours a week—\$900 to \$1140 inclusive.

Salary rates—\$900, \$1020, \$1140.

SPECIAL REGULATION GOVERNING COMPENSATION—**Assistant Physician (Clinic) on six-hour schedule:***

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* The experience of the physician, the difficulty of the work and the amount of time required will be the determining factors in fixing the rate to be paid.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Admitting Physician in Bellevue and Allied Hospitals.

Medical Clerk in the Department of Health.

Clinic Physician to the tuberculosis or other clinics of the Department of Health.

Attending Physician to out patient clinics of Bellevue and Allied Hospitals.

Attending Physician to out patient clinics at the hospitals of the Department of Public Charities.

It is suggested that the medical service in the correctional institutions on Blackwell's Island should be supplied by the Department of Public Charities.

GRADE 3 (O P 3)**TITLES OF POSITIONS--**

PHYSICIAN
 PHYSICIAN (ALIENIST)
 PHYSICIAN (ANAESTHETIST)
 PHYSICIAN (ROENTGENOLOGIST)
 PHYSICIAN (OCULIST)
 PHYSICIAN (SUPERVISING DISTRICT)
 PHYSICIAN (DIAGNOSTICIAN)
 PHYSICIAN (LARYNGOLOGIST)

DUTIES—**Physician:**

The duties of Physicians are to supervise and be responsible for the care and treatment of hospital or clinic patients or institutional inmates, or to investigate, recognize, report, prevent or correct diseases or conditions unfavorable to the health of individuals or communities.

Examples:

Acting as resident physician in a hospital or other institution in which the duties of the resident require a high degree of supervisory or executive ability, or as resident physician in charge of a group of wards in a large hospital.

Physician (Alienist):

The duties of Physicians (Alienist) are to assist the Senior Physician (Alienist) of a hospital or other institution in the examination, care and treatment of the insane or mentally abnormal.

Physician (Anaesthetist):

The duties of Physicians (Anaesthetist) are to assist the Senior Physician (Anaesthetist) of a hospital or other institution or of a group of hospitals or other institutions in the administration of anaesthetics or in the instruction and supervision of medical internes in the administration of anaesthetics.

Physician (Roentgenologist):

The duties of Physicians (Roentgenologist) are to assist the Senior Physician (Roentgenologist) of a group of hospitals or other institutions in the taking, preparation and interpretation of X-ray photographs.

Physician (Oculist):

The duties of Physicians (Oculist) are to supervise and be responsible for the diagnosis and treatment of diseases and other pathological conditions of the eyes in city hospitals, clinics or other institutions.

Physician (Supervising District):

The duties of Physicians (Supervising District) are to direct and supervise the medical work of a district of the Bureau of Preventable Diseases, including examination and treatment of patients attending a clinic, field work, and the general management of the branch office.

Physician (Diagnostician):

The duties of Physicians (Diagnostician) are to exercise independent judgment in and be responsible for the diagnosis of communicable diseases in the Department of Health.

Physician (Laryngologist):

The duties of Physicians (Laryngologist) are to supervise and be responsible for the diagnosis and treatment of diseases and other pathological conditions of the throat and adjacent structures in city hospitals, clinics or other institutions.

QUALIFICATIONS—

Physician, Physician (Anaesthetist), Physician (Roentgenologist), Physician (Oculist), Physician (Supervising District), Physician (Diagnostician), Physician (Laryngologist):

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Physician (Alienist):

1. A certificate of a judge of a court of record showing the necessary qualifications to act as examiner in lunacy as prescribed by the laws of the State of New York.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Physician, Physician (Alienist), Physician (Anaesthetist), Physician (Roentgenologist), Physician (Oculist), Physician (Laryngologist):

Range of annual compensation for full-time service—\$1500 to \$2280 inclusive, with maintenance for physicians in hospital or institutional service.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100, \$2280.

Range of annual compensation for part-time service, averaging not less than 24 hours a week—\$1200 to \$1560 inclusive.

Salary rates—\$1200, \$1320, \$1440, \$1560.

Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$1020 to \$1380 inclusive.

Salary rates—\$1020, \$1140, \$1260, \$1380.

Physician (Supervising District), Physician (Diagnostician):

Range of annual compensation for full-time service—\$1740 to \$2280 inclusive.

Salary rates—\$1740, \$1920, \$2100, \$2280.

Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$1260 to \$1500 inclusive.

Salary rates—\$1260, \$1380, \$1500.

Physician (Alienist), Physician (Supervising District), Physician (Diagnostician):

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Examining Physician at the Municipal Lodging House.

~~Hospital~~ Physician for an investigation bureau of the Department of Public Charities.

Medical Examiner for the Department of Street Cleaning.

Physician in charge of a Wassermann or anti-rabic clinic.

Field Medical Inspector for communicable and other diseases in the Department of Health.

Second Assistant Alienist in the psychopathic service of Bellevue and Allied Hospitals.

Assistant to the instructor in anaesthesia in Bellevue and Allied Hospitals.

Oculist in the Bureau of Child Hygiene of the Department of Health.

Resident Physician at the Penitentiary, Blackwell's Island.

GRADE 4 (O P 4)**TITLES OF POSITIONS—**

SENIOR PHYSICIAN
 SENIOR PHYSICIAN (ALIENIST)
 SENIOR PHYSICIAN (ANAESTHETIST)
 SENIOR PHYSICIAN (ROENTGENOLOGIST)
 SENIOR PHYSICIAN (ORTHOPEDIST)
 SENIOR PHYSICIAN (ASSISTANT REGISTRAR)
 ASSISTANT MEDICAL SUPERINTENDENT

DUTIES—**Senior Physician:**

The duties of Senior Physicians are to supervise and be responsible for important work calling for the exercise of a high degree of professional skill, judgment and executive ability in the diagnosis and treatment of individual cases as well as in the detection, prevention and correction of conditions adverse to public health, to make special investigations or research relative to the control of disease, or to act as superintendent of a small hospital.

Examples:

Supervising groups of field medical inspectors as field supervisor of the Department of Health.

Making special investigations or research in the causation and methods of prevention of disease.

Senior Physician (Alienist):

The duties of Senior Physicians (Alienist) are to exercise a high degree of technical skill and ability in the examination, care and treatment of the insane or mentally abnormal in a hospital or other institution.

Senior Physician (Anaesthetist):

The duties of Senior Physicians (Anaesthetist) are to exercise a high degree of technical skill and ability in the supervision of the administration of anaesthetics and in the instruction of medical internes in the administration of anaesthetics, in a hospital or other institution or group of hospitals or other institutions.

Senior Physician (Roentgenologist):

The duties of Senior Physicians (Roentgenologist) are to supervise and direct the taking, preparation and interpretation of X-ray photographs in a group of hospitals or other institutions.

Senior Physician (Orthopedist):

The duties of Senior Physicians (Orthopedist) are to exercise a high degree of technical skill and ability in the diagnosis and treatment of physical deformities in city hospitals, clinics or other institutions.

Senior Physician (Assistant Registrar):

The duties of Senior Physicians (Assistant Registrar) are to supervise and be responsible in a small unit for the gathering of vital and other related statistics, including tabulation of births, marriages, deaths and the causes of deaths.

Assistant Medical Superintendent:

The duties of Assistant Medical Superintendents are to perform such details of supervisory work in the management and control of a large hospital or group of hospitals as may be assigned by the Medical Superintendent.

QUALIFICATIONS—

Senior Physician, Senior Physician (Anaesthetist), Senior Physician (Roentgenologist), Senior Physician (Orthopedist), Senior Physician (Assistant Registrar), Assistant Medical Superintendent):

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Senior Physician (Alienist):

1. The minimum qualifications prescribed for alienists in Grade 3.
2. If appointed by promotion, not less than two years of experience in alienist's work in Grade 3, or if appointed as the result of an open competitive examination, experience in alienist's work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Senior Physician, Senior Physician (Alienist), Senior Physician (Anaesthetist), Senior Physician (Roentgenologist), Senior Physician (Orthopedist), Assistant Medical Superintendent:

Range of annual compensation for full-time service—\$2520 to \$3480 inclusive, with maintenance for physicians in hospital or institutional service.

Salary rates—\$2520, \$2760, \$3000, \$3240, \$3480.

Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$1620 to \$2100 inclusive.

Salary rates—\$1620, \$1740, \$1920, \$2100.

Senior Physician (Assistant Registrar):

Range of annual compensation—\$2520 to \$3000 inclusive.

Salary rates—\$2520, \$2760, \$3000.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Assistant Director of the Bureau of Preventable Diseases in the Department of Health.

Borough Chief in the Department of Health.

Superintendent of the Greenpoint Hospital of the Department of Public Charities.

First Assistant Alienist in the psychopathic service of Bellevue and Allied Hospitals.

Chief or Supervising Anaesthetist of Bellevue and Allied Hospitals.

Senior Roentgenologist in Bellevue and Allied Hospitals.

Assistant Medical Superintendent of Bellevue, Metropolitan or City Hospital.

Senior Physician:

This title and the accompanying salary range is intended to apply to positions as medical officers and surgeons in the Police, Fire and Street Cleaning Departments, and as physicians to coroners.

GRADE 5 (O P 5)**TITLES OF POSITIONS—**

MEDICAL SUPERINTENDENT
 CHIEF PHYSICIAN
 CHIEF PHYSICIAN (ALIENIST)
 CHIEF PHYSICIAN (DIAGNOSTICIAN)
 CHIEF PHYSICIAN (REGISTRAR)

DUTIES—**Medical Superintendent:**

The duties of Medical Superintendents are to be responsible for the entire administration of large hospitals or other institutions.

Chief Physician:

The duties of Chief Physicians are to perform such services as assistants or advisors to the directors of bureaus within the Department of Health, as require an exceptionally high degree of administrative and technical ability, special training and expertness in the supervision of specialized health work.

Chief Physician (Alienist):

The duties of Chief Physicians (Alienist) are to direct and supervise the examination, care and treatment of the insane in a group or department of hospitals.

Chief Physician (Diagnostician):

The duties of Chief Physicians (Diagnostician) are to exercise the highest degree of technical skill in and to be entirely responsible for the diagnosis of communicable diseases in the Department of Health.

Chief Physician (Registrar):

The duties of Chief Physicians (Registrar) are to direct and be responsible for the gathering of vital and other related statistics in all boroughs, including the tabulation of births, marriages, deaths and the causes of deaths, and the interpretation of these statistics for the purposes of the Department of Health.

QUALIFICATIONS—**Medical Superintendent, Chief Physician, Chief Physician (Diagnostician), Chief Physician (Registrar):**

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than two years of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Chief Physician (Alienist):

1. The minimum qualifications prescribed for alienists in Grade 4.
2. If appointed by promotion, not less than two years of experience in alienist's work in Grade 4, or if appointed as the result of an open competitive examination, experience in alienist's work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—

Range of annual compensation for full-time service—\$3780 to \$4680 inclusive, with maintenance for physicians in hospital or institutional service.

Salary rates—\$3780, \$4080, \$4380, \$4680.

Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$2280 to \$2700 inclusive.

Salary rates—\$2280, \$2460, \$2700.

An additional sum not to exceed \$600 may be paid annually to a medical superintendent who is responsible for the entire reorganization of a large institution, involving the most complex administrative and medical problems, such as the care of defectives, alcoholics, drug addicts and other special problems.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Director of the psychopathic service of Bellevue and Allied Hospitals.

Chief Physician:

This title and the accompanying salary range is intended to apply to positions as chief medical officers and surgeons in the Police, Fire and Street Cleaning Departments.

GRADE 6 (O P 6)**TITLES OF POSITIONS—**

GENERAL MEDICAL SUPERINTENDENT
HEALTH DIRECTOR

DUTIES—**General Medical Superintendent:**

The duties of General Medical Superintendents are to direct, control and supervise the administration of a group or department of hospitals.

Health Director:

The duties of Health Directors are to direct, control and supervise one of the bureaus of the Department of Health.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 5.
2. If appointed by promotion, not less than two years of experience in Grade 5, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 5.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$5100 and up, with maintenance for physicians in hospital or institutional service.

Salary rates—\$5100, \$5520, \$5940.*

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

* No recommendation is made above \$5940.

NOTES ON GRADE 6

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

General Medical Superintendent of Bellevue and Allied Hospitals.

Director of the Bureau of Child Hygiene, the Bureau of Preventable Diseases, the Bureau of Public Health Education, the Bureau of Sanitary Inspection or the Bureau of Hospitals of the Department of Health.

VETERINARIAN GROUP

SYMBOL (O V)

The term Veterinarian Group is applied to those offices or employments of the Professional Service, in which incumbents are required to perform such services in the investigation, reporting, prevention and treatment of diseases of animals and in the preparation of animal serums, antitoxins and vaccines as may lawfully be performed by veterinarians.

GRADE 1 (O V 1)

TITLES OF POSITIONS—

VETERINARIAN

DUTIES—

The duties of incumbents of these positions are to prevent and treat the diseases of and to perform operations on animals, to investigate and report ante mortem and post mortem physiological and pathological conditions in domestic animals, and to inspect and report upon sanitary conditions affecting the public health.

Examples:

- Diagnosing glanders and rabies.
- Inspecting animals slaughtered for food.
- Inspecting dairies.
- Inoculating and bleeding animals.
- Preparing blood specimens for laboratory use.

QUALIFICATIONS—

1. A certificate or license to practice veterinary science issued by the Board of Regents of the University of the State of New York.
2. Experience in the practice of veterinary science.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

- Range of annual compensation for full-time service—\$1800 to \$2340 inclusive.
- Salary rates—\$1800, \$1980, \$2160, \$2340.
- Range of annual compensation for part-time service, averaging not less than 28 hours a week—\$1500 to \$1740 inclusive.
- Salary rates—\$1500, \$1620, \$1740.
- Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$1200 to \$1440 inclusive.
- Salary rates—\$1200, \$1320, \$1440.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Veterinarian in the Department of Street Cleaning.

Veterinarian in the Bureau of Food and Drugs in the Department of Health.

GRADE 2 (O V 2)**TITLES OF POSITIONS—****SUPERVISING VETERINARIAN****DUTIES—**

The duties of incumbents of these positions are to supervise and be responsible for the work of veterinarians and to exercise in consultation and practice the highest degree of veterinary skill and judgment.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$2580 to \$3300 inclusive.

Salary rates—\$2580, \$2820, \$3060, \$3300.

Range of annual compensation for part-time service, averaging not less than 21 hours a week—\$1800 to \$2340 inclusive.

Salary rates—\$1800, \$1980, \$2160, \$2340.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Veterinarian in the Department of Street Cleaning.

SUB-PROFESSIONAL SERVICE**SYMBOL (B)**

The term Sub-professional Service is applied to those offices or employments the duties of whose incumbents are to perform technical work subordinate or preparatory to work outlined in the various groups of the Professional Service.

APPRENTICE PHARMACIST GROUP

SYMBOL (B F)

The term Apprentice Pharmacist Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to receive such instruction and to perform under supervision such practical apprentice work in the handling, compounding, and dispensing of drugs and medicines as constitute preparation for the examination for a certificate or license to practice pharmacy issued by the Board of Regents of the University of the State of New York.

GRADE 1 (B F 1)

TITLES OF POSITIONS—

APPRENTICE PHARMACIST

DUTIES—

The duties of incumbents of these positions, which are performed under the supervision of licensed pharmacists, are to receive such instruction and to perform such practical apprentice work in the handling, compounding, and dispensing of drugs and medicines and in the manufacture of standard preparations as constitute preparation for the examination for a certificate or license to practice pharmacy issued by the Board of Regents of the University of the State of New York.

QUALIFICATIONS—

1. An apprentice license issued by the State Board of Pharmacy according to provision 233, chapter 422 of the Laws of 1910 of the State of New York.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation with or without maintenance—\$360 to \$480 inclusive.

Salary rates—\$360, \$420, \$480.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

ARBORICULTURIST GROUP

SYMBOL (B A)

The term Arboriculturist Group is applied to those offices or employments of the Sub-professional Service, in which incumbents are required to perform technical work, not requiring professional training or experience, in the planting, cultivation and care of trees, shrubs and plants in public parks, streets and nurseries, and involving supervision and inspection of the work of laborers and other employees.

GRADE 1 (B A 1)

TITLES OF POSITIONS—

ARBORICULTURIST

DUTIES—

The duties of incumbents of these positions are to supervise and inspect the work of groups of laborers and other employees engaged in the planting, cultivation and care of trees, shrubs and plants in public parks, streets and nurseries, or to take charge of and be responsible for the care of trees in an assigned section of a borough, to assist in making studies and preparing specifications relating to the conservation of trees, shrubs and plants, and to perform other related technical work.

QUALIFICATIONS—

1. Experience in planting, cultivating and caring for trees on large private estates or in public streets or parks, or other training or experience recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1260 to \$1740 inclusive.

Salary rates—\$1260, \$1380, \$1500, \$1620, \$1740.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1260	1 year
1380	1 "
1500	2 years
1620	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Arboriculturist in charge of a section, Borough of Brooklyn.

Arboriculturist in charge of one large or a number of small gangs of laborers and other employes, Borough of Manhattan.

DRAFTSMAN GROUP

SYMBOL (B D)

The term Draftsman Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to perform drafting work incident or subordinate to the practice of engineering or architecture but not requiring professional training or experience.

GRADE 1 (B D 1)

TITLES OF POSITIONS—

JUNIOR DRAFTSMAN

DUTIES—

The duties of incumbents of these positions are to perform under supervision routine or simple drafting work not requiring professional training or experience.

Examples:

- Tracing plans, sketches, charts and maps.
- Making pencil and ink drawings from sketches.
- Comparing tracings and drawings.
- Lettering plans, charts and drawings.
- Drawing charts.
- Making miscellaneous computations.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1200 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications****TITLES OF POSITIONS—**

It is recommended that no specialized titles be created in this grade, and that the Municipal Civil Service Commission maintain a single general list for Junior Draftsman.

GRADE 2 (B D 2)**TITLES OF POSITIONS—**

DRAFTSMAN

PLAN EXAMINER

DUTIES—**Draftsman:**

The duties of Draftsmen, which require ability to lay out work and direct subordinates, or a high degree of technical skill, are to supervise and be responsible for a group of employees in Grade 1, or to perform the most difficult specialized drafting work not requiring professional training or experience in engineering or architecture.

Examples:

- Preparing general working drawings or maps.
- Making computations and compiling data.

Plan Examiner:

The duties of Plan Examiners, which require a knowledge of the building, tenement house, plumbing and sanitary codes and laws and of building construction, but which do not require professional training and experience in engineering or architecture, are to examine and check building plans and surveys for the purpose of discovering violations of laws, rules, regulations and city ordinances.

QUALIFICATIONS—**Draftsman:**

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Plan Examiner:

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience as Junior Draftsman in Grade 1 of the Draftsman Group, or as Inspector of Buildings in Grade 1 of the Inspector of Buildings Group, or in other work of corresponding standard and character, or if appointed as the result of an open competitive examination, such experience as may be required by the Municipal Civil Service Commission.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Draftsman:**

- Range of annual compensation—\$1320 to \$1800 inclusive.
- Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.

Plan Examiner:

- Range of annual compensation—\$1200 to \$1800 inclusive.
- Salary rates—\$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING COMPENSATION—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Draftsman:

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

Plan Examiner:

\$1200	1 year
1320	1 "
1440	2 years
1560	2 "
1680	2 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications****TITLES OF POSITIONS—**

No provision is made in this group for a position as head of a plan examining, drafting or surveying bureau or division. The chief of such a unit should be an engineer in Grade 2, 3 or 4 of the Engineer Group or an architect in Grade 2, 3 or 4 of the Architect Group of the Professional Service. Draftsmen and Plan Examiners who have served a year in this grade are eligible for promotion to Grade 2 of the Engineer and Architect Groups of the Professional Service.

INSTRUMENTMAN GROUP

SYMBOL (B I)

The term Instrumentman Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to perform work incident or subordinate to the practice of engineering which involves the use of surveying or other engineering instruments and of mathematical tables but which does not require professional training or experience in engineering.

GRADE 1 (B I 1)

TITLES OF POSITIONS—

JUNIOR INSTRUMENTMAN

DUTIES—

The duties of incumbents of these positions are to perform routine work requiring the use of surveying and other engineering instruments and of mathematical tables, but not requiring professional training and experience in engineering.

Examples:

- Running levelling rod.
- Running tape.
- Checking readings on transit.
- Caring for instruments, tapes, etc.
- Operating or assisting in operating other engineering instruments.
- Checking field notes.
- Performing minor inspectional work.
- Making miscellaneous computations.
- Preparing data in connection with engineering work.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

- Range of annual compensation—\$900 to \$1200 inclusive.
- Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (B I 2)**TITLES OF POSITIONS—****INSTRUMENTMAN****DUTIES—**

The duties of incumbents of these positions, which may or may not involve supervision of employes in Grade 1, are to perform the most important and difficult routine work involving the use and adjustment of surveying and other engineering instruments and the use of logarithmic and mathematical tables but not requiring professional training and experience in engineering.

Examples:

- Taking charge of a field party on survey, construction or repair work.
- Preparing sketches.
- Making computations and compiling data for reports and cost records.
- Adjusting surveying instruments.
- Keeping and checking survey notes.
- Inspecting on construction or repair work.
- Supervising plotting of survey notes.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1320 to \$1800 inclusive.

Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

LABORATORY ASSISTANT GROUP

SYMBOL (B B)

The term Laboratory Assistant Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to assist professional laboratory workers in the collection and examination of specimens, the preparation of media, toxins and anti-toxins, in physical tests, or other laboratory work.

GRADE 1 (B B 1)

TITLES OF POSITIONS—

LABORATORY ASSISTANT (BACTERIOLOGY)
LABORATORY ASSISTANT (CHEMISTRY)
LABORATORY ASSISTANT (PATHOLOGY)
LABORATORY ASSISTANT (PHYSICS)

DUTIES—

The duties of incumbents of these positions are to assist professional laboratory workers in the collection and examination of specimens, the preparation of media, toxins and anti-toxins, in physical tests, or other laboratory work.

Examples:

Cutting and staining sections.
Mixing solutions.
Preparing culture media.
Performing routine work in the preparation of media, toxins and anti-toxins.
Sterilizing in analytical and research work.
Taking specimens for tests.
Caring for slides, plates and specimens.
Collecting and plating samples of water.
Counting bacteria.
Recording findings.
Making reports.

QUALIFICATIONS—

1. Not less than two years of study of elementary bacteriology, chemistry, pathology, physics or related sciences, including experience in laboratory work, in a secondary school or higher institution of recognized standing or other experience recognized by the Municipal Civil Service Commission as the equivalent.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$600 to \$1200 inclusive, with or without maintenance.

Salary rates—\$600, \$720, \$840, \$960, \$1080, \$1200.

There shall be no initial rate above \$840, and no rate with maintenance above \$960.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

LAW CLERK GROUP

SYMBOL (B L)

The term Law Clerk Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to perform specialized clerical work not essentially professional in character but involving a knowledge of legal procedure and in some cases requiring admission to the bar.

GRADE 1 (B L 1)**TITLES OF POSITIONS—**

JUNIOR LAW CLERK

DUTIES—

The duties of incumbents of these positions are to perform clerical work requiring some knowledge of legal procedure.

Examples:

Entering orders and judgments.
Filing papers in public offices.
Obtaining transcripts.
Taxing costs.
Issuing executions.

QUALIFICATIONS—

1. Experience in clerical work in a law office, or other training or education recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1200 inclusive.
Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (B L 2)**TITLES OF POSITIONS—****LAW CLERK****DUTIES—**

The duties of incumbents of these positions are to exercise continuing judgment in and to be responsible for the performance of important clerical work requiring a knowledge of legal procedure.

Examples:

- Preparing papers in actions and proceedings.
- Drawing complaints in routine actions.
- Grouping violation reports.
- Initiating penalty proceedings.
- Examining witnesses and investigating the facts in litigations.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1320 to \$1800 inclusive.

Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Law Clerk in the Bureau of Penalties of the Law Department in charge of the initiation of penalty proceedings.

Law Clerk in the Personal Tax Bureau of the Law Department in charge of bankruptcy proceedings.

GRADE 3 (B L 3)**TITLES OF POSITIONS—**

SENIOR LAW CLERK

DUTIES—

The duties of incumbents of these positions, which may or may not involve supervision of other employes, are to perform independently or to be responsible for important work of a legal nature which is not essentially professional in character.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1980 to \$2820 inclusive.

Salary rates—\$1980, \$2160, \$2340, \$2580, \$2820.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1980	1 year
2160	1 "
2340	2 years
2580	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Senior law clerk in charge of the collection of judgments in the Law Department.

Senior law clerk preparing all cases for trial in the Brooklyn branch of the Law Department, involving supervision of examiners and law clerks.

Diary clerk in the main office of the Law Department.

Taxing officer for bills of costs in the office of the Clerk of Kings County.

GRADE 4 (B L 4)**TITLES OF POSITIONS—**

ASSISTANT CHIEF LAW CLERK

DUTIES—

The duties of incumbents of these positions, which may or may not involve supervision of large groups of employes, are to take charge of the non-professional service in the largest divisions of legal offices, or to perform individual work of the most difficult technical character requiring highly specialized knowledge of legal procedure, but not work essentially professional in character.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than three years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. A certificate or record of admission to the bar in the State of New York.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3060 to \$4140 inclusive.

Salary rates—\$3060, \$3300, \$3540, \$3840, \$4140.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief clerk of the Brooklyn office of the Law Department.

Assistant to the executive secretary or chief law clerk of the Law Department.

Taxing officer upon bills of costs in the office of the Clerk of New York County.

GRADE 5 (B L 5)**TITLES OF POSITIONS—**

CHIEF LAW CLERK

DUTIES—

The duties of the incumbent of this position, which require a high degree of executive ability and knowledge of legal practice and procedure, are to take charge of the entire non-professional service of the Law Department.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than one year of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. A certificate or record of admission to the bar in the State of New York.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$4440 to \$5160 inclusive.

Salary rates—\$4440, \$4740, \$5160.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications****TITLES OF POSITIONS—**

This position is more properly regarded as that of Executive Secretary of the Law Department (see the Executive Secretary Group of the Executive Service). If a position of Executive Secretary should be established in the competitive class, the position of Chief Law Clerk should be abolished.

PUPIL NURSE GROUP

SYMBOL (B N)

The term Pupil Nurse Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to receive such instruction and to perform under supervision such general apprentice work in the care and treatment of hospital patients as are part of the regular course of training qualifying for the position of graduate nurse.

GRADE 1 (B N 1)

TITLES OF POSITIONS—

PUPIL NURSE

DUTIES—

The duties of incumbents of these positions are to receive such instruction and to perform under supervision such general apprentice work in the care and treatment of hospital patients as are part of the regular course of training qualifying for the position of graduate nurse.

Examples:

- Waiting on patients.
- Giving prescribed medicines.
- Serving special diets.
- Assisting physicians in preparing patients for examinations and operations.
- Performing other similar duties under the direction of the nurse in charge.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the head of the department.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Bellevue and Allied Hospitals:

Annual compensation—\$96 with maintenance.

Department of Public Charities:

Range of annual compensation—\$120 to \$180 inclusive with maintenance.

Salary rates—\$120, \$144, \$180.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

See also Grade 1 of the Hospital Attendant and Orderly Group of the Institutional Service.

COMPENSATION—

The reason for the discrepancy between the rates in Bellevue and Allied Hospitals and in the Department of Public Charities is that the service in Bellevue and Allied Hospitals is much more attractive from the point of view of the experience afforded than the service in the Department of Public Charities.

TITLE EXAMINER GROUP

SYMBOL (B X)

The term Title Examiner Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to perform technical or supervisory work requiring a knowledge of conveyancing in examining, searching, abstracting, block indexing and in recording or certifying the actual evidence of titles to real property.

GRADE 1 (B X 1)

TITLES OF POSITIONS—

JUNIOR TITLE EXAMINER

DUTIES—

The duties of incumbents of these positions are to perform routine technical work in the searching, abstracting, block indexing and reindexing of titles, and other work dealing with the actual evidence of titles which requires a considerable knowledge of conveyancing and cannot be properly performed by clerks in Grade 2 A of the Clerk Group.

Examples:

Searching indexes and locating premises.

Posting instruments in proper block and section of the land map and in proper indexes.

Preparing diagram descriptions of property.

QUALIFICATIONS—

1. Experience in clerical work in a law office or conveyancing office, or other training or education recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1320 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260, \$1320.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (B X 2)**TITLES OF POSITIONS—****TITLE EXAMINER****DUTIES—**

The duties of incumbents of these positions, which may or may not involve supervision of employes in Grade 1 and other employes, are to perform independently responsible work in searching records for instruments and proceedings affecting real property, examining titles, preparing abstracts and certifying to the status of titles.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1440 to \$1980 inclusive.

Salary rates—\$1440, \$1560, \$1680, \$1800, \$1980.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1440	1 year
1560	1 "
1680	2 years
1800	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Title examiner examining titles to real property ceded to the city.

Title examiner examining titles preliminary to foreclosure of mortgages for tax liens.

Title examiner certifying to the status of titles in the Register's office on special request.

Title examiner in charge of a group in the preparation of a block or locality index system in the office of the Register in New York County.

Title examiner in charge of the record room in the office of the Register in New York County.

GRADE 3 (B X 3)**TITLES OF POSITIONS—****SENIOR TITLE EXAMINER****DUTIES—**

The duties of incumbents of these positions are to take charge of large and important bureaus engaged in title work or to perform independently the most difficult and responsible work in the examination of titles requiring long experience and great expertness in conveyancing.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2160 to \$3060 inclusive.

Salary rates—\$2160, \$2340, \$2580, \$2820, \$3060.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2160	1 year
2340	1 "
2580	2 years
2820	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head of the Mortgage Satisfaction Bureau in the office of the Register of New York County. This position is at present in the exempt class.

Head of a consolidated alphabetical and block index system in the office of the Register of New York County, should such a consolidation be effected.

MISCELLANEOUS SUB-PROFESSIONAL WORKER GROUP

SYMBOL (B Z)

The term Miscellaneous Sub-professional Worker Group is applied to those offices or employments of the Sub-professional Service in which incumbents are required to perform routine or specialized sub-professional work of an exceptional nature not included in the other groups of the Sub-professional Service.

GRADE 1 (B Z 1)

TITLES OF POSITIONS—

PSYCHOLOGIST

DUTIES—

Psychologist:

The duties of Psychologists are to give the Binet and other psychological tests to persons thought to be mentally abnormal, to interpret and compile the results of these tests, and to assist in conducting psychological research.

QUALIFICATIONS—

1. Not less than two years of training in experimental psychology at a college, university or psychological laboratory of recognized standing, or other training recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

Range of annual compensation for part-time service averaging not less than 21 hours a week—\$900 to \$1260 inclusive.

Salary rates—\$900, \$1020, \$1140, \$1260.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Psychologist at the clinic for atypical children at Bellevue Hospital.

INVESTIGATIONAL SERVICE

SYMBOL (V)

The term Investigational Service is applied to those offices or employments the duties of whose incumbents are to collect, examine into, classify and interpret facts pertaining to subjects, persons or things under investigation for the purpose of securing an independent basis for official action, to draw general conclusions or to make constructive suggestions and recommendations, where required, and to take such official action based upon the results of these investigations as may properly be delegated by responsible executives.

ATTENDANCE OFFICER GROUP

SYMBOL (V A)

The term Attendance Officer Group is applied to those offices or employments of the Investigational Service in which incumbents are required to perform such duties in connection with the enforcement of the compulsory education law, the taking of the school census and the employment of children in violation of the labor law as may be required by the by-laws, rules and regulations of the Board of Education.

GRADE 1 (V A 1)

TITLES OF POSITIONS—

ATTENDANCE OFFICER

DUTIES—

The duties of incumbents of these positions are to warn parents of the requirements of the compulsory education law and prosecute them for violation of this law, to investigate cases of absence from school and return truants to school, to enforce provisions of the labor law in regard to employment of children, to assist in taking the school census and to perform such other related duties as may properly be assigned.

QUALIFICATIONS—

1. A certificate of graduation from a public high school of the State of New York or proof of other training recognized by the Municipal Civil Service Commission as the equivalent.
2. Experience in probation work, teaching in the public schools, related settlement work, visiting for an organized charity or other charitable society, or other charitable, social or investigational work recognized by the Municipal Civil Service Commission as qualifying.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1020 to \$1380 inclusive.

Salary rates—\$1020, \$1080, \$1140, \$1200, \$1260, \$1320, \$1380.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (V A 2)**TITLES OF POSITIONS—**

SUPERVISING ATTENDANCE OFFICER

DUTIES—

The duties of incumbents of these positions are to assign and supervise the work of large groups of Attendance Officers in Grade 1, to perform investigations in special cases of a difficult character, and to conduct hearings for commitment under the direction of the Director of School Attendance.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1500	1 year
1620	2 years
1740	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (V A 3)**TITLES OF POSITIONS—**

ASSISTANT DIRECTOR OF SCHOOL ATTENDANCE

DUTIES—

The duties of the incumbent of this position are to assist the Director of School Attendance in the enforcement of the compulsory education law, the taking of the school census and the investigation of the employment of children in violation of the labor law, and to perform such other related duties as may properly be assigned.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$2700 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 4 (V A 4)**TITLES OF POSITIONS—****DIRECTOR OF SCHOOL ATTENDANCE****DUTIES—**

The duties of the incumbent of this position, which involve supervision of employes in Grades 1, 2 and 3, are to enforce the compulsory education law, to commit and parole truant and delinquent children, to institute proceedings against persons in parental relation, to supervise the taking of the school census and to perform such other related duties as may be required by the by-laws of the Board of Education.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3600 to \$4200 inclusive.

Salary rates—\$3600, \$3900, \$4200.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

CIVIL SERVICE EXAMINER GROUP

SYMBOL (V E)

The term Civil Service Examiner Group is applied to those offices or employments of the Investigational Service in which incumbents are required to gather information and formulate questions for civil service examinations, to rate examination papers and to perform other assigned examining, investigating, publicity or supervisory work incident to filling positions in the civil service, to the installation and operation of a service record system, or to carrying out the provisions of the State Civil Service Law and the rules and regulations of the Municipal Civil Service Commission.

GRADE 1 (V E 1)

TITLES OF POSITIONS—

PHYSICAL EXAMINER (CIVIL SERVICE)

DUTIES—

The duties of the incumbent of this position are to conduct physical examinations under the supervision of the Supervising Civil Service Examiner (Medical) in accordance with the standards prescribed by the Commission and to perform incidental clerical work.

QUALIFICATIONS—

1. Experience as athletic instructor, instructor in recreation or gymnasium work, or trainer or coach of athletic teams.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1680 to \$2160 inclusive.

Salary rates—\$1680, \$1800, \$1980, \$2160.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1680	1 year
1800	2 years
1980	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (V E 2)**TITLES OF POSITIONS—****CIVIL SERVICE EXAMINER****DUTIES—**

The duties of incumbents of these positions, which require familiarity with the organization and current work of city departments, and with the duties of assigned groups of city employes, are to formulate questions for civil service examinations, to rate examination papers, to make under supervision special investigations of the work of departments or individuals, to assist in the enforcing of the rules and regulations of the Municipal Civil Service Commission regarding service records and the proper assignment of employes, to supervise the preparation and review of service records and to make recommendations governing their revision or acceptance.

QUALIFICATIONS—

1. Such education as is evidenced by a degree, diploma or certificate granted on completion of a course in a university, college, technical school or normal school of recognized standing, or proof of other education or training recognized by the Municipal Civil Service Commission as the equivalent.
2. Experience in the city service, teaching, graduate work or other work recognized by the Municipal Civil Service Commission as qualifying.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$2700 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700.

Compensation per diem—\$5 or \$7.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

COMPENSATION—

So far as possible, all the minor rating work, such as the rating of papers in examinations for 1st Grade Clerk, Caretaker, Bridge Tender and Court Attendant, should be performed by the per diem examiners at a rate of \$5 a day. The minimum full-time rate at \$2100 has been established on the theory that the full-time examiners will be employed on the more important work of the Commission and not on the rating of elementary papers. The \$7 per diem rate is established for the more important rating work in this grade which would ordinarily be done by full-time examiners, but which may be assigned to per diem examiners on account of pressure of work.

GRADE 3 (V E 3)**TITLES OF POSITIONS—**

SENIOR CIVIL SERVICE EXAMINER
 SENIOR CIVIL SERVICE EXAMINER (ENGINEERING)
 SENIOR CIVIL SERVICE EXAMINER (MEDICAL)
 SENIOR CIVIL SERVICE EXAMINER (SERVICE RECORDS)

DUTIES—**Senior Civil Service Examiner, Senior Civil Service Examiner (Engineering):**

The duties of Senior Civil Service Examiners are to perform work incident to highly technical examinations requiring an intimate knowledge of a recognized science or profession and of its place in and relation to the city government, or other work requiring the highest degree of efficiency and dependability in general examining and investigating work.

Examples:

Performing the duties of civil engineering examiner, or of examiner in charge of accounting, bookkeeping and business methods examinations.

Senior Civil Service Examiner (Medical):

The duties of Senior Civil Service Examiners (Medical) are to conduct original and promotional physical examinations under the supervision of the Supervising Civil Service Examiner (Medical) in accordance with the standards prescribed by the Commission, and to assist, when called upon, in the preparation and rating of examinations for positions in or closely related to the medical field.

Senior Civil Service Examiner (Service Records):

The duties of the Senior Civil Service Examiner (Service Records), which involve supervision of employees in Grade 2, are to direct and be responsible to the members of the Commission for the devising, installation and keeping of service records in city departments and for investigation of the performance of work inappropriate to titles.

QUALIFICATIONS—**Senior Civil Service Examiner, Senior Civil Service Examiner (Engineering), Senior Civil Service Examiner (Service Records):**

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. In the case of examiners doing technical work, evidence of the completion of a standard course in a university, college or technical school of recognized standing, appropriate to the work contemplated, as in engineering, accounting, etc., and experience in the practice of that profession, or proof of other education or training recognized by the Municipal Civil Service Commission as qualifying.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2, and 4, or 3 and 4.

Senior Civil Service Examiner (Medical):

1. A certificate or license to practice medicine issued by the Board of Regents of the University of the State of New York.
2. Experience in the practice of medicine.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

**Senior Civil Service Examiner, Senior Civil Service Examiner (Engineering),
Senior Civil Service Examiner (Service Records):**

Range of annual compensation—\$2940 to \$3420 inclusive.

Salary rates—\$2940, \$3180, \$3420.

Compensation per diem—\$10.

Senior Civil Service Examiner (Medical):

Range of annual compensation for full-time service—\$2940 to \$3420 inclusive.

Salary rates—\$2940, \$3180, \$3420.

Range of annual compensation for part-time service, aggregating not less than 18 hours a week—\$2100 to \$2460 inclusive.

Salary rates—\$2100, \$2280, \$2460.

Compensation per diem—\$10.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (VE 4)**TITLES OF POSITIONS—**

ASSISTANT CHIEF CIVIL SERVICE EXAMINER

SUPERVISING CIVIL SERVICE EXAMINER (MEDICAL)

DUTIES—**Assistant Chief Civil Service Examiner:**

The duties of Assistant Chief Civil Service Examiners are to assist the Chief Civil Service Examiner in the planning, general direction and control of the examining work of the Municipal Civil Service Commission.

Supervising Civil Service Examiner (Medical):

The duties of the Supervising Civil Service Examiner (Medical), which are performed under the supervision of the Chief Civil Service Examiner, are to supervise and be responsible for the conduct of all physical examinations in accordance with the standards prescribed by the Municipal Civil Service Commission, to submit to the Commission recommendations on all debatable questions arising in connection with the rating of medical and physical examinations, and to assist, when called upon, in the selection of expert examiners and in the preparation and rating of papers for positions in or closely related to the medical field.

QUALIFICATIONS—**Assistant Chief Civil Service Examiner:**

1. The minimum qualifications prescribed for Senior Civil Service Examiner in Grade 3.

2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Supervising Civil Service Examiner (Medical):

1. The minimum qualifications prescribed for Senior Civil Service Examiner (Medical) in Grade 3.

2. If appointed by promotion, not less than two years of experience in the work of Senior Civil Service Examiner (Medical) in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Assistant Chief Civil Service Examiner:**

Range of annual compensation—\$3660 to \$4260 inclusive.

Salary rates—\$3660, \$3960, \$4260.

Supervising Civil Service Examiner (Medical):

Range of annual compensation for full-time service—\$3660 to \$4260 inclusive.

Salary rates—\$3660, \$3960, \$4260.

Range of annual compensation for part-time service, aggregating not less than 18 hours a week—\$2700 to \$3180 inclusive.

Salary rates—\$2700, \$2940, \$3180.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 5 (V E 5)**TITLES OF POSITIONS—**

CHIEF CIVIL SERVICE EXAMINER

DUTIES—

The duties of the incumbent of this position are to direct the entire work of conducting civil service examinations, including complete responsibility for the planning and satisfactory progress of examinations and the improvement of the technique of examining and rating.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Assistant Chief Civil Service Examiner in Grade 4.
2. If appointed by promotion, not less than one year of experience in the work of Assistant Chief Civil Service Examiner in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$4560 to \$4860 inclusive.

Salary rates—\$4560, \$4860.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5

Not Submitted for Adoption as Part of the Standard Specifications

CIVIL SERVICE INVESTIGATOR GROUP

SYMBOL (V C)

The term Civil Service Investigator Group is applied to those offices or employments of the Investigational Service in which incumbents are required to investigate or to supervise the investigation of the accuracy of statements made by civil service candidates in their experience papers and character sheets, and to make such further investigations into the character, experience and career of candidates and into the improper assignment of employees in the civil service as may be required.

GRADE 1 (V C 1)

TITLES OF POSITIONS—

CIVIL SERVICE INVESTIGATOR

DUTIES—

The duties of incumbents of these positions are to investigate the accuracy of statements made by candidates in civil service examinations in their experience papers and character sheets, to make such further investigations into the character, experience and career of candidates and into the improper assignment of employees in the civil service as may be required by the Supervising Civil Service Investigator, and to make written reports of the results of their investigations.

QUALIFICATIONS—

1. Experience in investigational work for a government department, life insurance company or charitable, social or economic agency, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1500 to \$1740 inclusive.

Salary rates—\$1500, \$1560, \$1620, \$1680, \$1740.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1500	1 year
1560	1 "
1620	2 years
1680	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (V C 2)**TITLES OF POSITIONS—**

SUPERVISING CIVIL SERVICE INVESTIGATOR

DUTIES—

The duties of the incumbent of this position, which are performed under the direction of the members of the Commission, are to supervise the work of Civil Service Investigators and to be responsible for the accuracy of reports on statements made by candidates in experience papers and on other subjects of investigation.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2400 to \$3120 inclusive.

Salary rates—\$2400, \$2640, \$2880, \$3120.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

CLAIM INVESTIGATOR GROUP

SYMBOL (V K).

The term Claim Investigator Group is applied to those offices or employments of the Investigational Service in which incumbents are required to investigate and report on claims, to serve subpoenas and other legal papers, to examine records, to locate and interrogate witnesses, to be in attendance at court at time of trial, or to supervise this work, and to perform other investigational or clerical work incident to the litigation or audit of claims against the City.

GRADE 1 (V K 1)

TITLES OF POSITIONS—

CLAIM INVESTIGATOR

DUTIES—

The duties of incumbents of these positions are to investigate and report on claims, to serve subpoenas and other legal papers, to examine records, to locate and interrogate witnesses, to be in attendance at court at time of trial, and to perform other investigational or clerical work incident to the litigation or audit of claims against the city.

QUALIFICATIONS—

1. Experience in investigating for a railroad company or insurance company, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1080 to \$1500 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260, \$1320, \$1380, \$1440, \$1500.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1080	1 year
1140	1 "
1200	1 "
1260	1 "
1320	2 years
1380	2 "
1440	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (V K 2)**TITLES OF POSITIONS—****SENIOR CLAIM INVESTIGATOR****DUTIES—**

The duties of incumbents of these positions are to supervise employees in Grade 1 and to be responsible for a branch or division of their investigational work, or to make special investigations and reports on matters incident to the litigation and audit of claims, requiring the highest order of tact, knowledge and experience.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1620 to \$2280 inclusive.

Salary rates—\$1620, \$1740, \$1920, \$2100, \$2280.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1620	1 year
1740	2 years
1920	2 "
2100	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

DEPUTY TAX COMMISSIONER GROUP

SYMBOL (V T)

The term Deputy Tax Commissioner Group is applied to those offices or employments of the Investigational Service in which incumbents are required to inspect, appraise, make record of and classify land, improvements and personal property for the purpose of assessment.

GRADE 1 (V T 1)

TITLES OF POSITIONS—

DEPUTY TAX COMMISSIONER

DUTIES—

The duties of incumbents of these positions, which are performed under supervision, are to inspect, appraise, and collect and record data pertaining to real estate for the purpose of assessment, or to make inquiry into, appraise, and collect and record data pertaining to personal property for the purpose of personal assessment.

QUALIFICATIONS—

1. Experience in the Department of Taxes and Assessments, or such experience in the real estate or building business as is recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2400 to \$3600 inclusive.
Salary rates—\$2400, \$2640, \$2880, \$3120, \$3360, \$3600.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (V T 2)**TITLES OF POSITIONS—**

SENIOR DEPUTY TAX COMMISSIONER (BOROUGH CHIEF)

SENIOR DEPUTY TAX COMMISSIONER (REAL ESTATE OF CORPORATIONS)

SENIOR DEPUTY TAX COMMISSIONER (PERSONAL ESTATE OF BOROUGH)

SENIOR DEPUTY TAX COMMISSIONER (PERSONAL ESTATE OF CORPORATIONS)

DUTIES—**Senior Deputy Tax Commissioner (Borough Chief):**

The duties of Senior Deputy Tax Commissioners (Borough Chief) are to take charge of and be responsible for the assessment of real estate within a borough, other than special franchises and real estate of corporations, and in addition, in the Boroughs of Bronx, Queens and Richmond, to take charge of and be responsible for the assessment of all personal property of natural persons and corporations.

Senior Deputy Tax Commissioner (Real Estate of Corporations):

The duties of Senior Deputy Tax Commissioners (Real Estate of Corporations) are to take charge of and be responsible for the assessment of real estate of corporations in all boroughs.

Senior Deputy Tax Commissioner (Personal Estate of Borough):

The duties of Senior Deputy Tax Commissioners (Personal Estate of Borough) are to take charge of and be responsible for the assessment of all personal property of natural persons and estates within a borough.

Senior Deputy Tax Commissioner (Personal Estate of Corporations):

The duties of Senior Deputy Tax Commissioners (Personal Estate of Corporations) are to take charge of and be responsible for the assessment of personal estate of corporations in all boroughs.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than four years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3900 to \$4200 inclusive.

Salary rates—\$3900, \$4200.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 3 (V T 3)**TITLES OF POSITIONS—**

ASSISTANT CHIEF DEPUTY TAX COMMISSIONER (REAL ESTATE)

DUTIES—

The duties of the incumbent of this position are to assist the Chief Deputy Tax Commissioner (Real Estate) in the administration of the Real Estate Bureau and the Bureau of Real Estate of Corporations.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$4200 to \$4500 inclusive.

Salary rates—\$4200, \$4500.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (V T 4)**TITLES OF POSITIONS—**

CHIEF DEPUTY TAX COMMISSIONER (REAL ESTATE)

DUTIES—

The duties of the incumbent of this position are to direct and be responsible to the Board of Tax Commissioners for the administration of the Real Estate Bureau of the Department of Taxes and Assessments.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grades 2 or 3.
2. If appointed by promotion, not less than three years of experience in Grades 2 or 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grades 2 or 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$4800 to \$7200 inclusive.

Salary rates—\$4800, \$5220, \$5640, \$6060, \$6600, \$7200.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

QUALIFICATIONS—

The intention of these qualifications is to allow candidates in both Grade 2 and Grade 3 to compete for this position. For this purpose the Civil Service Commission may find it desirable to incorporate Grades 3 and 4 of the standard specifications in one Civil Service grade.

FIRE INVESTIGATOR GROUP

SYMBOL (V F)

The term Fire Investigator Group is applied to those offices or employments of the Investigational Service in which incumbents are required to investigate and report on the cause, circumstances and origin of fires, to examine witnesses, to report all violations of the laws and ordinances relating to fire prevention, to prepare evidence in arson cases, to be in attendance at court at time of trial, or to supervise this work, and to perform other incidental investigational or clerical work.

GRADE 1 (V F 1)

TITLES OF POSITIONS—

ASSISTANT FIRE MARSHAL

DUTIES—

The duties of incumbents of these positions, which require considerable detective ability, are to investigate and report on the cause, circumstances and origin of fires, to examine witnesses, to report all violations of the laws and ordinances relating to fire prevention, to prepare evidence in arson cases and to be in attendance at court at time of trial.

QUALIFICATIONS—

1. Experience in investigating work for a fire insurance company, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1500 to \$1740 inclusive.

Salary rates—\$1500, \$1560, \$1620, \$1680, \$1740.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1500	1 year
1560	1 "
1620	2 years
1680	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (V F 2)**TITLES OF POSITIONS—**

FIRE MARSHAL

DUTIES—

The duties of incumbents of these positions, which may or may not involve supervision of employes in Grade 1, are to perform fire investigating work of the most difficult and responsible nature requiring the highest degree of ability and experience in the detection of arson.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1920 to \$2280 inclusive.

Salary rates—\$1920, \$2100, \$2280.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1920	2 years
2100	2 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications****TITLES OF POSITIONS—**

It is contemplated that very few positions in this grade will be required. It is not intended that employes in Grade 1 shall graduate into Grade 2 merely as the result of long and satisfactory service. The purpose is to establish only as many positions in Grade 2 as are required for the performance of exceptionally difficult and responsible work and to fill these positions by the promotion of the most expert and trustworthy employes in Grade 1.

GRADE 3 (V F 3)**TITLES OF POSITIONS—**

DEPUTY CHIEF FIRE MARSHAL

DUTIES—

The duties of the incumbent of this position, which involve supervision of employes in Grades 1 and 2, are to act as deputy and assistant to the Chief Fire Marshal.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2520 to \$3000 inclusive.

Salary rates—\$2520, \$2760, \$3000.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The present title of the position in this grade as provided in the Charter is Fire Marshal. This title must, of course, continue in use for the present, pending revision of the Charter.

GRADE 4 (V F 4)**TITLES OF POSITIONS—**

CHIEF FIRE MARSHAL

DUTIES—

The duties of the incumbent of this position, which require the highest order of specialized knowledge, are to supervise and be responsible for the work of a central fire investigating bureau for the whole city.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3240 to \$4080 inclusive.

Salary rates—\$3240, \$3480, \$3780, \$4080.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The present title of the position in this grade as provided in the charter is Fire Marshal. This title must, of course, continue in use for the present, pending revision of the charter.

MUNICIPAL EXAMINER GROUP

SYMBOL (V M)

The term Municipal Examiner Group is applied to those offices or employments of the Investigational Service in which incumbents are required to inquire into and make critical and constructive reports on the organization, methods, procedure, results, requests for appropriations, and expenditures in the various branches of the city government, or to gather information, make studies and reports, or perform other investigational work in order to keep executive officials informed as to the details of administration, or to assist the Board of Estimate and Apportionment and the Board of Aldermen in reaching decisions on important projects and policies.

GRADE 1 (V M 1)

TITLES OF POSITIONS—

ASSISTANT MUNICIPAL EXAMINER

DUTIES—

The duties of incumbents of these positions are to perform, as assistants to employes in Grade 2 or independently, the less important descriptive, critical or constructive investigational work for central agencies or for executive or legislative officials of the city government.

Examples:

- Assisting in gathering data for organization charts.
- Reporting on minor changes in budget lines, transfer of funds, etc., for the Board of Estimate and Apportionment.
- Making minor investigations for the Commissioner of Accounts office.
- Gathering data under supervision for standard supply specifications.
- Gathering information and statistics as to organization, methods of procedure, conditions, etc., in municipal activities in other cities.
- Gathering general information bearing upon authorization of corporate stock or revenue bond issue.
- Performing under supervision minor work in the preparation of the annual budget.
- Assisting in gathering cost data.
- Performing general utility or apprentice work involved in the conduct of a central investigating agency.

QUALIFICATIONS—

1. Evidence of the completion of a standard course of instruction in a recognized college or university, including study of government or political science, or other education or experience recognized by the Municipal Civil Service Commission as the equivalent.
2. Not less than one year of professional or graduate university study or of experience in business, professional or investigational work.
3. If appointed by promotion, not less than two years of experience in other groups of the city service recognized by the Municipal Civil Service Commission as qualifying.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 4 or 3 and 4.

COMPENSATION—

Range of annual compensation—\$1200 to \$1800 inclusive.
Salary rates—\$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

NOTES ON MUNICIPAL EXAMINER GROUP

Not Submitted for Adoption as Part of the Standard Specifications

Much of the work outlined in this group may properly be performed under the title of Municipal Examiner or under titles in the Accountant and Engineer Groups, and in some cases under titles in the Clerk Group. This will allow heads of departments considerable freedom in the choice of employes for investigational work. In general, the work outlined in this group will be performed by Municipal Examiners, but it will be possible for heads of departments to choose Accountants and Engineers for the same kind of work, and in exceptional cases to employ Clerks on the less important details of this work. The creation of new and peculiar titles, such as Efficiency Engineer, Efficiency Examiner, Efficiency Accountant, and other titles prefaced by the word Expert, marks an attempt to give a professional status to so-called efficiency work. Efficiency is an object of all professional or business training and is an important element in the successful practice of any profession or the transaction of any business. There appears to be no justification for the creation of special efficiency titles in the municipal civil service. In establishing a new standard classification of positions in the City of New York, an attempt has been made to avoid using any of these misleading and undescriptive titles.

Investigations or studies designed to bring about greater efficiency in any organization or function of municipal government, or to realize important projects and plans of the Board of Estimate and Apportionment and executive officials, are extremely varied and generally demand a certain type of investigating mind, critical ability, both analytical and constructive, general education and common sense, rather than any special kind of training. It is frequently impossible to decide that a particular kind of professional training or experience is prerequisite.

NOTES ON GRADE 1

GRADE 2 (V M 2)**TITLES OF POSITIONS—****MUNICIPAL EXAMINER****DUTIES—**

The duties of incumbents of these positions are to perform independently or under supervision important and responsible descriptive, critical or constructive investigational work for central agencies or for executive or legislative officials of the city government.

Examples:

Examining into and reporting on recommendations on requests for special revenue bonds, transfer of funds affecting supplies, material, equipment and contract or open order appropriations.

Reporting on requests for corporate stock appropriations, where engineering knowledge is not essential, including a report on the necessity for the proposed expenditure, the advisability of allowing funds for the particular improvement desired and an analysis of the proposed cost.

Making investigations in the preparation of the annual budget.

Reporting on personal service matters in an assigned division, bureau or department.

Preparing record charts of the present or proper organization of departments.

Making under supervision functional studies of bureaus or divisions of city departments, for the purpose of reorganization or economy.

Installing, under the supervision of a Senior Municipal Examiner, Engineer or Accountant, proper cost accounting methods in city departments.

Making investigations in the preparation of standard specifications for supply purchases by the city.

Making studies and investigations, compiling statistics, etc., not requiring the highest degree of expert knowledge and experience, for the committees of the Board of Estimate and Apportionment, such as Committee on Social Welfare, Education, City Plan, Pensions, etc.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1980 to \$2820 inclusive.

Salary rates—\$1980, \$2160, \$2340, \$2580, \$2820.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (V M 3)**TITLES OF POSITIONS—****SENIOR MUNICIPAL EXAMINER****DUTIES—**

The duties of incumbents of these positions are to exercise supervision over investigations outlined in Grades 1 and 2 and to be responsible for important units or divisions of the work in investigational bureaus, or for independent investigational work requiring the highest degree of judgment and dependability.

Examples:

Taking charge of the field work on a large inquiry for the Mayor, under the supervision of the Commissioner of Accounts, such as the preparation of a descriptive work on the organization of city departments for the Constitutional Convention.

Taking charge of all personal service matters in a group of city departments.

Reporting on important corporate stock appropriations, transfer of funds, or requests for special revenue bonds.

Gathering data and reporting on recreation for the Committee on Social Welfare.

Taking charge of an analysis of expenditures, organization and methods in a bureau, division or department under the Mayor, for the purpose of reorganization, economy, or the introduction of improved methods.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3060 to \$3840 inclusive.

Salary rates—\$3060, \$3300, \$3540, \$3840.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (V M 4)**TITLES OF POSITIONS—**

CHIEF MUNICIPAL EXAMINER

CHIEF MUNICIPAL EXAMINER (PENSIONS)

CHIEF MUNICIPAL EXAMINER (PURCHASE AND SUPPLIES)

CHIEF MUNICIPAL EXAMINER (PERSONAL SERVICE)

DUTIES—**Chief Municipal Examiner:**

The duties of Chief Municipal Examiners, which involve supervision of employes in Grades 2 and 3, are to take charge of an important major division of an investigational bureau or to assist the head of the bureau in the conduct of its entire business, or to supervise and be responsible for an entire small investigational bureau or unit.

Chief Municipal Examiner (Pensions):

The duties of the Chief Municipal Examiner (Pensions), which require executive ability and wide experience in pension investigations, are to supervise and be responsible for the entire staff engaged in pension work, including the study of present systems, the formulation of plans for a proper co-ordinative pension system and reporting on current pension questions.

Chief Municipal Examiner (Purchase and Supplies):

The duties of the Chief Municipal Examiner (Purchase and Supplies), which involve supervision of employes in Grades 1, 2 and 3, are to direct and be responsible for the completion of standard specifications for supplies and materials purchased by the City of New York, and to perform such other work in the current amendment of these specifications and in the planning and supervising of a central stores system, as may be assigned.

Chief Municipal Examiner (Personal Service):

The duties of Chief Municipal Examiners (Personal Service), which involve supervision of employes in Grades 1, 2 and 3, are to assume a major responsibility for investigational work in preparing and reporting on modifications of personal service schedules in the annual tax budget, in reporting on requests for corporate stock and revenue bonds for personal service, and in the most important studies of the proper organization of the personnel of departments for purposes of budget preparation, current reporting or charter revision, and to perform such other important work relating to budget investigation as may be assigned by the Director (Bureau of Personal Service) or other executive officers.

QUALIFICATIONS—**Chief Municipal Examiner, Chief Municipal Examiner (Personal Service):**

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Chief Municipal Examiner (Pensions):

1. Experience in a supervisory capacity in the investigation of pension systems or experience in independent investigation of large pension funds, or other experience in pension work recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Chief Municipal Examiner (Purchase and Supplies):

1. Experience in an executive capacity in the purchase of supplies for large organizations or government units, or other executive experience in purchasing recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$4140 to \$4740 inclusive.

Salary rates—\$4140, \$4440, \$4740.

Range of annual compensation for part-time service averaging not less than 18 hours a week—\$2400 to \$2880 inclusive.

Salary rates—\$2400, \$2640, \$2880.

Compensation per diem for service of an occasional nature or of short duration—\$15.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief of Staff in the office of the Commissioner of Accounts.

Assistant Director of the Bureau of Standards.

DUTIES—

Chief Municipal Examiner (Purchase and Supplies):

The work of preparing a complete list of standard specifications for supplies is distinctly terminable in character, but there will always exist a need for current amendments to these specifications to meet changing trade and production conditions. This work is to be consolidated with the work of the central purchasing agency. The duties of the position will include the planning and supervision of a central stores system and may ultimately develop into the position of general storekeeper or director of stores for the whole city.

GRADE 5 (V M 5)**TITLES OF POSITIONS—**

DIRECTOR (BUREAU OF PERSONAL SERVICE)

DIRECTOR (BUREAU OF CONTRACT SUPERVISION)

DUTIES—

The duties of incumbents of these positions, which involve supervision of employes in Grades 2, 3 and 4 of the Municipal Examiner Group and of engineers, accountants and other employes properly assigned to investigational work, are to assume responsibility for special investigations or current reporting of the widest scope as a basis for the determination of major policies of government or for current executive action.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than one year of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—

Range of annual compensation for full-time service—\$6000 and up.

Range of annual compensation for part-time service, averaging not less than 18 hours a week—\$3000 and up.

Compensation per diem for service of an occasional nature or of short duration—\$20 or \$25, according to the nature and responsibility of the services to be rendered and the qualifications of the appointee.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* This range of compensation may be applied to positions as heads of the most important permanent or temporary investigational bureaus or commissions.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Director of the Bureau of Standards.

Director of the Bureau of Contract Supervision.

PROBATION OFFICER GROUP

SYMBOL (V P)

The term Probation Officer Group is applied to those offices or employments of the Investigational Service in which incumbents are required to investigate and report on cases of persons awaiting disposition by the courts or the Board of Parole and to exercise helpful and authoritative supervision, subject to the direction of the courts or the Board of Parole, over persons under probation or on parole, or to direct and be responsible for the above work.

GRADE 1 (V P 1)

TITLES OF POSITIONS—

PROBATION OFFICER
PAROLE OFFICER

DUTIES—

The duties of incumbents of these positions are to investigate cases of persons awaiting disposition by the courts or by the Board of Parole, to report to the proper authorities upon such investigations, to exercise helpful and authoritative supervision over persons under probation or on parole, and to enforce orders regarding such persons.

QUALIFICATIONS—

1. A certificate of graduation from a public high school of the State of New York, or proof of other training recognized by the Municipal Civil Service Commission as the equivalent.
2. Experience in volunteer probation work, teaching in the public schools, related settlement work, visiting for an organized charity, or other charitable or social work recognized by the Municipal Civil Service Commission as qualifying.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1200 to \$1560 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380, \$1440, \$1500, \$1560.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1200	1 year
1260	1 "
1320	1 "
1380	1 "
1440	2 years
1500	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (V P 2)**TITLES OF POSITIONS—**

SENIOR PROBATION OFFICER
SENIOR PAROLE OFFICER

DUTIES—**Senior Probation Officer:**

The duties of Senior Probation Officers, which may include supervision of Probation Officers in Grade 1, are to take charge continuously in a particular part of the court, under the Chief Probation Officer, of the most difficult probation work involving the re-establishment of normal family life, the supervision of female delinquents, or other complex problems.

Senior Parole Officer:

The duties of Senior Parole Officers are to assign, supervise and be responsible to the Board of Parole for the work of Parole Officers in Grade 1, and to perform independently when required investigations requiring a high degree of ability and experience in parole work.

QUALIFICATIONS—

1. The minimum-qualifications prescribed for Grade 1.
1. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1680 to \$2160 inclusive.

Salary rates—\$1680, \$1800, \$1980, \$2160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1680	1 year
1800	2 years
1980	2 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Senior Probation Officer in the Children's Court.

Senior Probation Officer in the Court of Domestic Relations.

Senior Probation Officer in the Women's Night Court.

GRADE 3 (V P 3)**TITLES OF POSITIONS—**

DEPUTY CHIEF PROBATION OFFICER

DUTIES—

The duties of incumbents of these positions, which include supervision of employees in Grades 1 and 2, are to assist the Chief Probation Officer in the general direction of all probation work or to direct and be responsible to the Chief Probation Officer for a major division of probation work in a group of courts.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1 or Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 1 or two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2340 to \$2820 inclusive.

Salary rates—\$2340, \$2580, \$2820.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Deputy Chief Probation Officer in the Magistrates' Court.

Deputy Chief Probation Officer in the Children's Court.

GRADE 4 (VP 4)**TITLES OF POSITIONS—**

CHIEF PROBATION OFFICER

DUTIES—

The duties of incumbents of these positions, which include supervision of employees in Grades 1, 2 and 3, are to direct and be responsible to magistrates or judges for the entire probation work of a group of courts.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3060 to \$4140 inclusive.

Salary rates—\$3060, \$3300, \$3540, \$3840, \$4140.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Probation Officer in the Court of Special Sessions.

Chief Probation Officer in the Children's Court.

Chief Probation Officer in the Magistrates' Court.

SOCIAL INVESTIGATOR GROUP

SYMBOL (V V)

The term Social Investigator Group is applied to those offices or employments of the Investigational Service in which incumbents are required to perform, supervise, or direct investigation of the circumstances of persons receiving or applying for charitable relief from the City of New York and to take proper action toward relief, or to inspect and investigate private charitable institutions receiving funds from the city.

GRADE 1 (V V 1)

TITLES OF POSITIONS—

SOCIAL INVESTIGATOR

DUTIES—

The duties of incumbents of these positions are to ascertain and report facts regarding the economic and social condition of persons receiving or applying for institutional or other relief from the City of New York, to suggest remedial measures and to take such action toward relief as may be directed by a superior or determined by rules or general instructions.

QUALIFICATIONS—

1. A certificate of graduation from a public high school of the State of New York or proof of other training recognized by the Municipal Civil Service Commission as the equivalent.

2. Any one of the three following alternatives:

A. A two years' course in a professional training school recognized by the Municipal Civil Service Commission as qualifying for this work, or other educational experience recognized by the Municipal Civil Service Commission as the equivalent.

B. Experience in related settlement work, visiting for an organized charity, or other charitable or social work recognized by the Municipal Civil Service Commission as qualifying.

C. A four years' college course, including instruction in economics, sociology, or related subjects, approved by the Municipal Civil Service Commission.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1080 to \$1380 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260, \$1320, \$1380.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (V V 2)**TITLES OF POSITIONS—**

SENIOR SOCIAL INVESTIGATOR

SENIOR SOCIAL INVESTIGATOR (INSTITUTIONS)

DUTIES—**Senior Social Investigator:**

The duties of Senior Social Investigators are to supervise a group of Social Investigators in Grade 1 and to be responsible for the disposition of applications for relief in a particular district or other unit, or to make independently important special investigations affecting relief requiring a high degree of ability and experience, other than investigations of institutions.

Senior Social Investigator (Institutions):

The duties of Senior Social Investigators (Institutions) are to inspect the condition and operation of plant and structures in private charitable institutions receiving funds from the City of New York and the living conditions of inmates of these institutions, including food, care, treatment, recreation, instruction and discipline.

QUALIFICATIONS—**Senior Social Investigator:**

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Senior Social Investigator (Institutions):

1. Experience in inspecting or investigating charitable institutions, reformatories or hospitals, or other institutional experience recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Senior Social Investigator:**

Range of annual compensation—\$1500 to \$2100 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100.

Senior Social Investigator (Institutions):

Range of annual compensation—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL REGULATION GOVERNING COMPENSATION—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1500	1 year
1620	1 "
1740	2 years
1920	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Senior Social Investigator in charge of the Bureau of Domestic Relations in Manhattan and Brooklyn.

Senior Social Investigator in charge of social investigation in the Lower Manhattan District.

GRADE 3 (V V 3)**TITLES OF POSITIONS—**

CHIEF SOCIAL INVESTIGATOR

DUTIES—

The duties of incumbents of these positions, which involve supervision of employes in Grades 1 and 2, are to supervise an entire important function of investigation and relief work, or to act as assistant and staff adviser to the Director of Social Investigation.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2280 to \$2940 inclusive.

Salary rates—\$2280, \$2460, \$2700, \$2940.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Social Investigator acting as Assistant Director of the Bureau of Social Investigation.

Chief Social Investigator in charge of the inspection and investigation of private charitable institutions.

GRADE 4 (V V 4)**TITLES OF POSITIONS—****DIRECTOR OF SOCIAL INVESTIGATION****DUTIES—**

The duties of the incumbent of these positions, which involve supervision of employes in Grades 1, 2, and 3, and which require a thorough practical understanding of social and economic problems and knowledge of the agencies available for their solution, are to shape the policy and direct the work of social and institutional investigation and relief under the supervision of the Commissioner of Public Charities.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3900 to \$4500 inclusive.

Salary rates—\$3900, \$4200, \$4500.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

STATISTICIAN GROUP

SYMBOL (V S)

The term Statistician Group is applied to those offices or employments of the Investigational Service in which incumbents are required to collect, classify, co-ordinate and summarize such facts concerning municipal business or other subjects of interest to officers or citizens as may be expressed numerically, to study the life history, mortality and experience of a large number of individuals or things for the purpose of establishing an average experience or rate as a guide to judgment in calculating future possibilities, and to perform other work requiring knowledge of statistical theory and practice.

GRADE 1 (V S 1)

TITLES OF POSITIONS—

JUNIOR STATISTICIAN
JUNIOR ACTUARY

DUTIES—

The duties of incumbents of these positions are to perform under supervision minor or apprentice statistical or actuarial work requiring knowledge of the science of statistics or of actuarial formulae.

QUALIFICATIONS—

1. Completion of a course of study in statistics or actuarial science recognized by the Municipal Civil Service Commission as qualifying.
2. Experience in statistical or actuarial work recognized by the Municipal Civil Service Commission as the equivalent of the educational training above mentioned.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1 and 3 or 2 and 3.

COMPENSATION—

Range of annual compensation—\$1200 to \$1800 inclusive.

Salary rates—\$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Actuarial Clerk in the Pension Commission.

GRADE 2 (V S 2)**TITLES OF POSITIONS—**

ASSISTANT STATISTICIAN
ASSISTANT ACTUARY

DUTIES—

The duties of incumbents of these positions are to perform important and responsible statistical or actuarial work requiring considerable experience and the exercise of independent judgment.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1980 to \$2820 inclusive.
Salary rates—\$1980, \$2160, \$2340, \$2580, \$2820.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (V S 3)**TITLES OF POSITIONS—**

STATISTICIAN
ACTUARY

DUTIES—

The duties of incumbents of these positions, which require wide experience in statistical or actuarial work, and a specialized knowledge of statistical or actuarial science, are to be responsible for the work of a less important statistical or actuarial bureau or division, or to perform independently difficult statistical or actuarial work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3060 to \$3840 inclusive.

Salary rates—\$3060, \$3300, \$3540, \$3840.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (V S 4)**TITLES OF POSITIONS—**

CHIEF STATISTICIAN
CHIEF ACTUARY (PENSIONS)

DUTIES—**Chief Statistician:**

The duties of Chief Statisticians, which require the widest experience in statistical work and a highly specialized knowledge of the science of statistics, are to direct and be responsible for the work of an important bureau or division of statistics, or to perform independently the most difficult statistical work.

Chief Actuary (Pensions):*

The duties of the Chief Actuary (Pensions), which require the widest experience in actuarial work and a highly specialized knowledge of actuarial science as applied to pensions, are to direct and be responsible for all actuarial work on pensions in the City of New York, and to prepare such reports on existing or proper pension systems as may be required.

QUALIFICATIONS—**Chief Statistician:**

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Chief Actuary (Pensions):

1. Experience in a supervisory capacity in the practice of actuarial science or experience in independent and responsible actuarial work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$4140 to \$4740 inclusive.

Salary rates—\$4140, \$4440, \$4740.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*This description of duties and the salary range proposed are intended only for the present reorganization of the pension system of the city.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

MISCELLANEOUS INVESTIGATOR GROUP

SYMBOL (V Z)

The term Miscellaneous Investigator Group is applied to those offices or employments of the Investigational Service in which incumbents are required to perform routine or specialized investigational work of an exceptional nature not included in the other groups of the Investigational Service.

GRADE 1 (V Z 1)

TITLES OF POSITIONS—

CHARITY APPLICATION INVESTIGATOR

DUTIES—

Charity Application Investigator:

The duties of Charity Application Investigators are to receive applications for admission to any of the charitable institutions of the city and such applications as are referred from one institution to another, to interview applicants for institutional care, treatment and relief, to receive and interview parents seeking the commitment of, admission of, or material relief for children, and to record, index and file histories.

QUALIFICATIONS—

Charity Application Investigator:

1. Experience in investigational work for public or private charitable institutions or other experience recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Charity Application Investigator:

Range of annual compensation—\$600 to \$900 inclusive.

Salary rates—\$600, \$660, \$720, \$780, \$840, \$900.

SPECIAL REGULATION GOVERNING COMPENSATION—

Charity Application Investigator:

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Application Investigator and Clerk in the hospital admission bureaus and in the several district offices of the Bureau of Social Investigation in the Department of Public Charities.

Charity Application Investigator:

This position is to be distinguished carefully from the position of Social Investigator in the Social Investigator Group. This is a special office position of a quasi-investigational character limited to the hospital bureaus and district offices of the Department of Public Charities and requiring the services of an experienced and mature woman. No field work is involved.

GRADE 2 (V Z 2)**TITLES OF POSITIONS—****SPECIAL INVESTIGATOR****DUTIES—****Special Investigator:**

The duties of Special Investigators, which require knowledge of the business of city departments, are to perform special detective work of a confidential nature other than the detective work performed by the Police Department, incident to the work of a central investigational bureau of the city or of a city department.

Examples:

Serving subpoenas.

Performing detective and special confidential investigational work incident to the reports submitted to the Mayor by the Commissioner of Accounts.

Keeping under surveillance city employees under suspicion with a view to reporting their daily activities.

Shadowing and investigating places of business operating without a license or under an improper license.

QUALIFICATIONS—**Special Investigator:**

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.

COMPENSATION—**Special Investigator:**

Range of annual compensation—\$1200 to \$2160 inclusive.

Salary rates—\$1200, \$1320, \$1440, \$1560, \$1680, \$1800, \$1980, \$2160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbent:

Examining Inspector in the Commissioner of Accounts Office.

Confidential Inspector in the Department of Licenses.

Confidential Inspector in the Boroughs of Manhattan and Brooklyn.

GRADE 3 (V Z 3)
TITLES OF POSITIONS—

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (V Z 4)**TITLES OF POSITIONS—**

DIRECTOR (PUBLIC EMPLOYMENT BUREAU)

DUTIES—**Director (Public Employment Bureau):**

The duties of the Director (Public Employment Bureau) are to be responsible for the operation of the Public Employment Bureau, including the recording of applications for employment, the soliciting and recording of applications for employes, the placing of persons seeking employment in vacant positions and the preparation of appropriate statistics regarding employment, labor, market and social conditions.

QUALIFICATIONS—**Director (Public Employment Bureau):**

1. Experience in an executive capacity in a semi-public or philanthropic employment agency or in connection with the employment departments of large organizations, or in other work recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Director (Public Employment Bureau):**

Range of annual compensation—\$3000 to \$3480 inclusive.

Salary rates—\$3000, \$3240, \$3480.

SPECIAL REGULATION GOVERNING COMPENSATION—**Director (Public Employment Bureau):**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

EDUCATIONAL SERVICE

SYMBOL (E)

The term Educational Service is applied to those offices or employments the duties of whose incumbents are to give or to supervise instruction designed to develop the mental and physical powers or to develop manual skill.*

* The Educational Service as presented includes only positions as industrial instructors, recreation instructors and other miscellaneous instructors. The main body of teachers is at present under the control of the Board of Education and their salaries are fixed by law.

INDUSTRIAL INSTRUCTOR GROUP

SYMBOL (E I)

The term Industrial Instructor Group is applied to those offices or employments of the Educational Service in which incumbents are required to instruct or to supervise the instruction of inmates of correctional or charitable institutions in handicrafts or skilled trades.

GRADE 1 (E I 1)

TITLES OF POSITIONS—

INDUSTRIAL INSTRUCTOR (HANDICRAFTS)
INDUSTRIAL INSTRUCTOR (FARMING)
INDUSTRIAL INSTRUCTOR (TRADES)

DUTIES—

Industrial Instructor (Handicrafts):

The duties of Industrial Instructors (Handicrafts) are to instruct the inmates of charitable or correctional institutions in handicrafts, simple trades, or the elementary work of skilled trades, to supervise their work, and to order and take charge of needed supplies and equipment.

Examples:

Giving instruction in basketry, weaving, rug and mat making, broom and brush making, chair caning, mattress making, wood and metal work, needlework.

Industrial Instructor (Farming):

The duties of Industrial Instructors (Farming), which include responsibility for the custody and discipline of inmates and the actual performance of farm work, are to organize, carry on, and give instruction in the various activities of farm life among the inmates of correctional or charitable institutions, to supervise their work, and to order and take charge of needed supplies and equipment.

Industrial Instructor (Trades):

The duties of Industrial Instructors (Trades), which include responsibility for the custody and discipline of inmates, are to instruct inmates of correctional or charitable institutions in one or more of the various skilled trades, to supervise their work, and to order and take charge of needed supplies and equipment.

Examples:

Giving instruction in carpentry, plumbing, tailoring, printing, shoemaking, electrical work, painting, or trade dressmaking.

QUALIFICATIONS—

Industrial Instructor (Handicrafts):

1. Completion of a normal course of training in the industrial arts, or other training or experience recognized by the Municipal Civil Service Commission as the equivalent.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Industrial Instructor (Farming):

1. Completion of a standard course of training in agriculture at an agricultural college of recognized standing, or practical experience in farm work recognized by the Municipal Civil Service Commission as the equivalent.
2. Experience in supervising boys and men in agricultural or other work.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Industrial Instructor (Trades):

1. Practical experience in the actual work of a trade.
2. Completion of a normal course of training in the work of a trade at a technical school of recognized standing, or other training or experience recognized by the Municipal Civil Service Commission as the equivalent.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1 and 3 or 2 and 3.

COMPENSATION—

Range of annual compensation—\$900 to \$1500 inclusive, with or without maintenance.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260, \$1320, \$1380, \$1440, \$1500.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$900	1 year
960	1 "
1020	1 "
1080	1 "
1140	1 "
1200	1 "
1260	1 "
1320	1 "
1380	2 years
1440	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Industrial Instructor (Farming) at the Farm Colony.

Industrial Instructor (Trades) at the Reformatory of the Department of Correction.

TITLES OF POSITIONS—

In case an Industrial Instructor (Trades) or Industrial Instructor (Handicrafts) is appointed for instruction in a particular trade or handicraft, the position will be designated by that trade or handicraft, as Industrial Instructor (Carpentry) or Industrial Instructor (Basketry and Weaving).

GRADE 2 (E I 2)**TITLES OF POSITIONS—****SUPERINTENDENT OF INDUSTRIES****DUTIES—**

The duties of incumbents of these positions, which involve supervision of employees in Grade 1, and which require a thorough practical knowledge of the methods and purposes of industrial education as well as of trade processes and factory management, are to direct and be responsible for the industrial instruction and production of an entire department.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Successful experience in factory or industrial management.
4. Experience in supervising industrial instruction in schools or in the supervision of industries in charitable or correctional institutions.
5. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 5, 3 and 5, or 4 and 5.

COMPENSATION—

Range of annual compensation—\$2400 to \$3600 inclusive.

Salary rates—\$2400, \$2640, \$2880, \$3120, \$3360, \$3600.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Supèrintendent of Industries in the Department of Correction.

RECREATION INSTRUCTOR GROUP

SYMBOL (E R).

The term Recreation Instructor Group is applied to those offices or employments of the Educational Service in which incumbents are required to lead, give instruction in, supervise or direct the various forms of play or recreational activity in public playgrounds, gymnasiums, school farms, or recreation centers.

GRADE 1 (E R 1)

TITLES OF POSITIONS—

RECREATION INSTRUCTOR
RECREATION INSTRUCTOR (SWIMMING)
RECREATION INSTRUCTOR (ATHLETICS)
RECREATION INSTRUCTOR (SCHOOL FARMS)

DUTIES—

Recreation Instructor:

The duties of Recreation Instructors are to direct and conduct games, dancing, ingenuity work, dramatization or other recreational activities at playgrounds or recreation piers.

Recreation Instructor (Swimming):

The duties of Recreation Instructors (Swimming) are to give instruction in swimming and life saving and to guard the safety of persons using public baths.

Recreation Instructor (Athletics):

The duties of Recreation Instructors (Athletics) are to give instruction in various forms of athletics and gymnastics and to conduct these activities in public gymnasiums or playgrounds.

Recreation Instructor (School Farms):

The duties of Recreation Instructors (School Farms) are to give instruction in gardening and other school farm activities.

QUALIFICATIONS—

1. A certificate of graduation from a public high school of the state of New York, or proof of other training recognized by the Municipal Civil Service Commission as the equivalent.

2. A certificate granted on the completion of a one year standard course of training in recreational work at a physical culture or normal school or other specialized school of recognized standing, or proof of other training or experience recognized by the Municipal Civil Service Commission as the equivalent.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1020 inclusive.

Salary rates—\$900, \$960, \$1020.

Compensation per diem—\$3.00.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (E R 2)**TITLES OF POSITIONS—**

HEAD RECREATION INSTRUCTOR

HEAD RECREATION INSTRUCTOR (SCHOOL FARMS)

DUTIES—**Head Recreation Instructor:**

The duties of Head Recreation Instructors, which involve supervision of employes in Grade 1, are to supervise and be responsible for an entire large playground, gymnasium or recreation center, or for a group of small playgrounds or gymnasiums, or for the recreational activities on a large pier or group of small piers, or to act as field inspector of a number of playgrounds or gymnasiums.

Head Recreation Instructor (School Farms):

The duties of Head Recreation Instructors (School Farms) are to supervise and be responsible for one large or several small school farms.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1140 to \$1500 inclusive.

Salary rates—\$1140, \$1260, \$1380, \$1500.

Compensation per diem—\$4.00.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1260	1 "
1380	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (E R 3)**TITLES OF POSITIONS—**

ASSISTANT DIRECTOR OF RECREATION
 ASSISTANT DIRECTOR OF RECREATION (SCHOOL FARMS)
 SUPERVISOR (VOLUNTEER LIFE SAVING CORPS)

DUTIES—**Assistant Director of Recreation:**

The duties of the Assistant Director of Recreation, which require administrative ability and specialized knowledge, are to assist the Director of Recreation in the origination, organization and administration of municipal recreational activities.

Assistant Director of Recreation (School Farms):

The duties of the Assistant Director of Recreation (School Farms) are to direct and be responsible to the Director of Recreation for all school farm activities, including responsibility for materials and equipment used for school farm work.

Supervisor (Volunteer Life Saving Corps):

The duties of the Supervisor (Volunteer Life Saving Corps), which involve supervision of the members of the Life Saving Corps, are to direct and be responsible for the New York City department of the United States Volunteer Life Saving Corps, to supervise the teaching of swimming by members of the Corps at the public baths and to conduct lectures on life saving and first aid methods.

QUALIFICATIONS—**Assistant Director of Recreation, Assistant Director of Recreation (School Farms):**

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Supervisor (Volunteer Life Saving Corps):

1. The minimum qualifications prescribed for Swimming Instructor in Grade 1.
2. If appointed by promotion, not less than three years of experience as Swimming Instructor in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Assistant Director of Recreation,* Assistant Director of Recreation (School Farms):**

Range of annual compensation—\$1620 to \$2100 inclusive.
 Salary rates—\$1620, \$1740, \$1920, \$2100.

Supervisor (Volunteer Life Saving Corps):

Range of annual compensation—\$1500 to \$1740 inclusive.
 Salary rates—\$1500, \$1620, \$1740.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*The salary range proposed for this position is predicated upon a recreational organization under the Park Board, as distinguished from the present borough organization, and excluding the recreational organization under the Board of Education.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Assistant Director of Recreation, Assistant Director of Recreation (School Farms):

\$1620	1 year
1740	2 years
1920	2 "

Supervisor (Volunteer Life Saving Corps):

\$1500	1 year
1620	2 years

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (E R 4)**TITLES OF POSITIONS—****DIRECTOR OF RECREATION****DUTIES—**

The duties of the incumbent of this position, which require the highest degree of administrative ability and specialized knowledge, are to be responsible for the origination, organization and administration of municipal recreational activities, including responsibility for materials and equipment used for recreational work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two-years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such other qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—

Range of annual compensation—\$2700 to \$3660 inclusive.

Salary rates—\$2700, \$2940, \$3180, \$3420, \$3660.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

*The salary range proposed for this position is predicated upon a recreational organization under the Park Board, as distinguished from the present borough organization, and excluding the recreational organization under the Board of Education.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

MISCELLANEOUS INSTRUCTOR GROUP

(SYMBOL E Z).

The term Miscellaneous Instructor Group is applied to those offices or employments of the Educational Service in which incumbents are required to perform routine or specialized educational work of an exceptional nature, not included in the other groups of the Educational Service.

GRADE 1 (E Z 1)

TITLES OF POSITIONS—

INSTITUTIONAL INSTRUCTOR (BAND MUSIC)
INSTITUTIONAL INSTRUCTOR (KINDERGARTEN)

DUTIES—

Institutional Instructor (Band Music):

The duties of Institutional Instructors (Band Music) are to give instruction in the playing of band instruments and to conduct bands in practice and in public appearances in city hospitals or other institutions.

Institutional Instructor (Kindergarten):

The duties of Institutional Instructors (Kindergarten) are to give instruction according to kindergarten methods and to conduct kindergarten activities among children in city hospitals or other institutions.

QUALIFICATIONS—

Institutional Instructor (Band Music):

1. Evidence of ability to play on instruments commonly used in bands.
2. Experience in teaching the playing of band instruments or in conducting a band.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Institutional Instructor (Kindergarten):

1. Evidence of the completion of a kindergarten course not less than two years in length at a normal school or other training school of recognized standing.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Institutional Instructor (Band Music):

Range of annual compensation—\$900 to \$1200 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200.

Institutional Instructor (Kindergarten):

Range of annual compensation—\$720 to \$900 inclusive.

Salary rates—\$720, \$780, \$840, \$900.

SPECIAL REGULATION GOVERNING COMPENSATION—

Institutional Instructor (Band Music):

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Bandmaster at the New York City Children's Hospitals and Schools, Randall's Island.
Kindergarten teacher at the Kings County Hospital.

CLERICAL SERVICE.

SYMBOL (C).

The term Clerical Service is applied to those offices or employments the preponderant duties of whose incumbents are to perform routine or administrative office work requiring business ability or specialized training other than office work merely incident to duties outlined in other services.

BOOKKEEPER GROUP

SYMBOL (CB)

The term Bookkeeper Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform work involving a knowledge of double entry bookkeeping and ability to compute, journalize, post and compile data in connection with bookkeeping procedure.

GRADE 1 (CB 1)

TITLES OF POSITIONS—

JUNIOR BOOKKEEPER

DUTIES—

The duties of incumbents of these positions are to make simple postings of accounting information from one book to another or from documents or schedules to accounting records, to balance or adjust accounts, to take trial balances, to make journal entries, to write statements or bills, and to perform other bookkeeping work of a similar character and standard.

Examples:

- Writing up registers and cash books.
- Posting detail ledgers.
- Posting fund ledgers.
- Locating errors in detail ledgers.
- Taking trial balances.
- Making journal entries.
- Computing, posting or compiling data in connection with functional and unit cost accounting, budget accounting or budget estimates.
- Making out vouchers or statements of accounts.
- Preparing financial data or periodical reports on prepared forms.
- Verifying payrolls and recapitulations.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$840 to \$1200 inclusive.
Salary rates—\$840, \$960, \$1080, \$1200.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (C B 2)**TITLES OF POSITIONS—****BOOKKEEPER****DUTIES—**

The duties of incumbents of these positions, which may or may not include supervision of the work of one or more bookkeepers in Grade 1 or of other subordinates, are to keep general ledgers and controlling accounts of subsidiary records and to prepare balance sheets and special reports.

Examples:

Making general journal entries and posting to controlling accounts.

Taking trial balances of general ledgers.

Comparing and reconciling subsidiary ledger balances with controlling accounts.

Determining accounts to which orders and vouchers are to be charged.

Preparing special financial statements or reports for department or bureau heads.

Devising or installing minor forms and methods of departmental book-keeping.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1320 to \$1800* inclusive.

Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

* The \$1800 rate shall be paid only to bookkeepers who supervise a number of subordinates or who in addition to bookkeeping duties perform the most difficult work assigned to senior clerks.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (C B 3)**TITLES OF POSITIONS—****SENIOR BOOKKEEPER****DUTIES—**

The duties of incumbents of these positions, which require expert knowledge of bookkeeping and accounting procedure in the city service, involve the keeping of intricate financial records or the direct supervision of important bookkeeping groups.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1980 to \$2820 inclusive.

Salary rates—\$1980, \$2160, \$2340, \$2580, \$2820.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1980	1 year
2160	2 years
2340	2 "
2580	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Senior Bookkeeper in charge of the bookkeeping division of the Finance Department.

Acting Chief Bookkeeper in the Department of Street Cleaning.

Positions as chiefs of the largest bookkeeping divisions where accounting knowledge and experience is required will be found in grades 3 and 4 of the Accountant group of the Professional Service.

CASHIER GROUP

SYMBOL (CR)

The term Cashier Group is applied to those offices or employments of the Clerical Service in which incumbents are required to collect, receive, or disburse money and to perform clerical work directly incident thereto, or to administer offices whose principal function is the collection or disbursement of money.

GRADE 1 (CR 1)

TITLES OF POSITIONS—

CASHIER

DUTIES—

The duties of incumbents of these positions are to collect, receive, or disburse and to account for moneys due to or from the city, and to perform other assigned clerical work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2 of the Clerk Group.
2. If appointed by promotion, not less than three years of experience in Grade 2 of the Clerk Group, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1320 to \$1800 inclusive.

Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Cashier in the office of the Receiver of Taxes.

Cashier in the Water Register's Office, Queens.

GRADE 2 (CR2)**TITLES OF POSITIONS—**

SENIOR CASHIER

DUTIES—

The duties of incumbents of these positions are to collect, receive, or disburse and to account for moneys amounting to large sums in the aggregate in positions involving complete independent responsibility.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1980 to \$2160 inclusive.

Salary rates—\$1980, \$2160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Deputy City Paymaster in the Department of Finance.

Cashier in the Water Register's Office, Manhattan.

Senior Cashier in the office of the Receiver of Taxes.

GRADE 3 (CR 3)**TITLES OF POSITIONS—**

ASSISTANT RECEIVER OF REVENUE

DUTIES—

The duties of incumbents of these positions are to exercise administrative control over the major divisions of the largest revenue receiving bureaus or offices, or over small revenue receiving bureaus or offices.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2340 to \$4140 inclusive.

Salary rates—\$2340, \$2580, \$2820, \$3060, \$3300, \$3540, \$3840, \$4140.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

· Acting Chief Cashier in the office of the Receiver of Taxes.

TITLES OF POSITIONS—

The present titles of positions in this grade, as provided in the Charter, are Deputy Receiver of Taxes, Deputy Collector of Assessments and Arrears, Collector of City Revenue and Superintendent of Markets. These titles must of course continue in use for the present, pending revision of the Charter.

GRADE 4 (C R 4)**TITLES OF POSITIONS—**

RECEIVER OF REVENUE
CITY PAYMASTER

DUTIES—

The duties of incumbents of these positions are to exercise administrative control over the largest revenue receiving or disbursing bureaus or offices.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$4440 to \$5160 inclusive.

Salary rates—\$4440, \$4740, \$5160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The present titles of positions in this grade, as provided in the Charter, are Receiver of Taxes, Collector of Assessments and Arrears, City Paymaster. These titles must of course continue in use for the present, pending revision of the Charter.

The position of City Paymaster should be eliminated.

CLERK GROUP

SYMBOL (C C)

The term Clerk Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform routine or specialized clerical work not included in the other groups of the Clerical Service.

GRADE 1 (C C 1)

TITLES OF POSITIONS—

JUNIOR CLERK

DUTIES—

The duties of incumbents of these positions are to perform under supervision the simplest kinds of office work.

Examples:

- Addressing.
- Mailing.
- Letter-press copying.
- Indexing.
- Ordinary filing.
- Keeping office in order.
- Running errands.
- Receiving visitors.
- Distributing mail.
- Operating small office telephone switchboards.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$300 to \$540 inclusive.

Salary rates—\$300, \$360, \$420, \$480, \$540.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

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GRADE 2 A (C C 2 A)***TITLES OF POSITIONS—****ASSISTANT CLERK A****DUTIES—**

The duties of incumbents of these positions are to perform under supervision prescribed routine clerical work of minor consequence.

Examples:

- Plain longhand copying.
- Keeping ordinary card indices.
- Receiving and distributing routine reports and applications.
- Making out and tabulating daily, weekly and monthly reports, simple charts and statistics.
- Registering and verifying extensions and additions on orders and invoices.
- Writing, registering and scheduling vouchers.
- Simple filing of correspondence, tracings, maps, reports, etc.
- Operating tabulating machines, adding and scheduling machines and addressographs.
- Performing simple or apprentice work on Hollerith or multigraph machines.
- Verifying time sheets and payrolls.
- Writing notices and permits on prepared forms.
- Acting as information clerk for a department in outer office.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. Not less than one year of experience in Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$600 to \$720 inclusive.

Salary rates—\$600, \$660, \$720.

*For purposes of appraisal and appropriation, Grade 2 is divided into two parts, Grade 2 A and Grade 2 B. The unspecialized titles are Assistant Clerk A and Assistant Clerk B. For civil service purposes, this grade will be known simply as Grade 2, the unspecialized title being simply Assistant Clerk.

NOTES ON GRADE 2 A**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Bill Clerks in the Bureau of Assessments and Arrears in the Department of Finance.
Tickler Clerks in the Tenement House Department.

GRADE 2 B (CC 2 B)***TITLES OF POSITIONS—**

ASSISTANT CLERK B
 ASSISTANT CLERK (HOLLERITH OPERATOR)
 ASSISTANT CLERK (MULTIGRAPH OPERATOR)

DUTIES—**Assistant Clerk B:**

The duties of Assistant Clerks B, which may involve limited supervision, are to perform clerical work incident to preparing, compiling, entering or verifying routine office information, reports, records and forms, and to dealing with the public on routine departmental matters.

Examples:

Keeping important official records.
 Reviewing inspectors' reports.
 Copying and compiling cost account records under supervision.
 Calculating and scheduling penalties and arrears.
 Filing and keeping in custody important papers and records.
 Selling tickets.
 Receiving for custody and returning property in small property divisions.
 Receiving and referring complaints and giving out information.
 Issuing permits and notices according to prescribed regulations.
 Making up and verifying payrolls.
 Filing and indexing medical records.
 Searching wills and corporation records.
 Indexing mortgages and other legal documents.
 Comparing and certifying genuineness of signatures on legal papers.
 Explaining building plans to applicants.
 Receiving applications and issuing certificates for commissioners of deeds.
 Keeping cost record of mechanics' work.

Assistant Clerk (Hollerith Operator):

The specialized duties of Assistant Clerks (Hollerith Operator) are to operate complicated Hollerith systems in the performance of work requiring great expertness in punching, sorting, tabulating and checking, and involving considerable responsible clerical work.

Assistant Clerk (Multigraph Operator):

The specialized duties of Assistant Clerks (Multigraph Operator) are to operate multigraph machines in the performance of work requiring great expertness and involving considerable responsible clerical work.

QUALIFICATIONS—**Assistant Clerk B:**

1. Not less than one year of experience in Grade 2 A.

Assistant Clerk (Hollerith Operator), Assistant Clerk (Multigraph Operator):

1. Such qualifications as may be required by the Municipal Civil Service Commission.

*For purposes of appraisal and appropriation, Grade 2 is divided into two parts, Grade 2 A and Grade 2 B. The unspecialized titles are Assistant Clerk A and Assistant Clerk B. For civil service purposes, this grade will be known simply as Grade 2, the unspecialized title being simply Assistant Clerk.

COMPENSATION—**Assistant Clerk B:**

Range of annual compensation—\$840 to \$1200 inclusive.

Salary rates—\$840, \$960, \$1080, \$1200.

Assistant Clerk (Hollerith Operator), Assistant Clerk (Multigraph Operator):

Range of annual compensation—\$720 to \$960 inclusive.

Salary rates—\$720, \$840, \$960.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2 B**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Window Clerks in the Department of Licenses.

Correspondence Clerks in the Tenement House Department.

GRADE 3 (C C 3)**TITLES OF POSITIONS—**

CLERK
 CLERK (BERTILLON)
 CLERK (FINGER PRINT)
 CLERK (COMPUTER)

DUTIES—**Clerk:**

The duties of Clerks, which may include taking charge of the clerical force in divisions and in minor departments, are to exercise continuing judgment and responsibility either in independent work or in the supervision of other employees.

Examples:

- Preparing specifications, requisitions, orders of advice of awards.
- Acting as contract clerk in the largest departments.
- Receiving and finally disposing of routine complaints.
- Summarizing reports.
- Making difficult computations of financial or cost statistics, estimates, etc.
- Collecting and computing important data for budget estimates.
- Supervising employes charged with renovations, disinfections, inventories, stores and expense accounting.
- Issuing and keeping record of electric sign licenses.
- Sealing and keeping record of corporate stock, etc.
- Preparing contracts according to prescribed specifications.
- Supervising a division in the searching of deeds, mortgages, and tax records.*
- Installing, revising and supervising other employes in the current administration of complex filing systems.
- Collecting rentals at city markets.
- Taking charge of a large stenographic bureau.

Clerk (Bertillon):

The specialized duties of Clerks (Bertillon) are to take and develop photographs of prisoners, to take, record and file Bertillon measurements, and to identify prisoners from measurements and photographs on file.

Clerk (Finger Print):

The specialized duties of Clerks (Finger Print) are to take, classify and identify finger prints.

Clerk (Computer):

The specialized duties of Clerks (Computer) are to make computations incident to the fixing of awards and assessments for benefit in park and street opening proceedings or incident to the fixing of assessments for highway and sewer work and other public improvements.

* See also the Title Examiner Group of the Sub-professional Service.

QUALIFICATIONS—**Clerk, Clerk (Bertillon), Clerk (Finger Print):**

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2, or if appointed as the result of an open competitive examination to the position of Clerk (Bertillon) or Clerk (Finger Print), such experience as may be required by the Municipal Civil Service Commission.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Clerk (Computer):

1. Experience in sub-professional engineering work, such as work in Grade 1 of the Instrumentman or Draftsman Group, or in clerical work involving the use of mathematics, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Clerk, Clerk (Bertillon), Clerk (Finger Print):**

Range of annual compensation—\$1320 to \$1800 inclusive.

Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.

Clerk (Computer):

Range of annual compensation—\$1200 to \$1800 inclusive.

Salary rates—\$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Clerk, Clerks (Bertillon), Clerks (Finger Print):

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

Clerk (Computer):

\$1200	1 year
1320	1 "
1440	1 "
1560	2 years
1680	2 "

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Clerk in charge of the central property division of the Police Department.

Acting Chief Clerk in the Commissioner of Accounts office.

Computer of Assessments in the Law Department or in the Board of Assessors.

GRADE 4 (C C 4)**TITLES OF POSITIONS—**

SENIOR CLERK
 SENIOR CLERK (FINGER PRINT)
 SENIOR CLERK (COMPUTER)

DUTIES—**Senior Clerk:**

The duties of Senior Clerks, which require a high degree of clerical knowledge and administrative ability, are to assume complete responsibility for the clerical work of entire bureaus or departments other than those mentioned in Grades 3 and 5.

Senior Clerk (Finger Print):

The specialized duties of Senior Clerks (Finger Print), which require a high degree of technical knowledge and ability, are to supervise the routine work of taking, classifying and identifying finger prints, and to perform exceptionally difficult finger print work requiring special skill.

Senior Clerk (Computer):

The specialized duties of Senior Clerks (Computer) are to supervise the work of Clerks (Computer) in Grade 3 or perform independently and be responsible for the accuracy of all the most important calculations made in connection with fixing awards and assessments incident to condemnation proceedings.

QUALIFICATIONS—**Senior Clerk, Senior Clerk (Finger Print):**

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination to the position of Senior Clerk (Finger Print), such experience as may be required by the Municipal Civil Service Commission.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Senior Clerk (Computer):

1. The minimum qualifications prescribed for Clerk (Computer) in Grade 3.
2. If appointed by promotion, not less than two years of experience as Clerk (Computer) in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Clerk (Computer) in Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Senior Clerk, Senior Clerk (Finger Print):**

Range of annual compensation—\$1980 to \$2580 inclusive. ✓
 Salary rates—\$1980, \$2160, \$2340, \$2580.

Senior Clerk (Computer):

Range of annual compensation—\$1980 to \$2340 inclusive.
 Salary rates—\$1980, \$2160, \$2340.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1980	1 year
2160	2 years
2340	2 "

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Clerk in the City Paymaster's office.

Senior Assessment Clerk in the Board of Assessors.

GRADE 5 (C C 5)**TITLES OF POSITIONS—**

CHIEF CLERK
RECORDING SECRETARY

DUTIES—

The duties of incumbents of these positions, which require the highest degree of clerical knowledge, administrative ability and experience, are to assume complete responsibility for the clerical work of departments composed of a number of important clerical units under the direction of clerks in Grades 3 and 4, or to perform independently the most difficult and responsible technical clerical work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than two years of experience in Grade 4, or if appointed as the result of an open competitive examination, such experience as may be required by the Municipal Civil Service Commission.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2820 to \$3540 inclusive.
Salary rates—\$2820, \$3060, \$3300, \$3540.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Clerk in the Department of Health.

City Warrant Clerk in the office of the City Chamberlain.

Chief Clerk in the Central Payroll Division of the Department of Finance.

Chief Clerk in the Stock and Bond Division of the Department of Finance.

Secretary to the Board of Estimate and Apportionment.

COURT CLERK GROUP

SYMBOL (CK)

The term Court Clerk Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform in courts responsible clerical work involving a knowledge of court procedure other than minor clerical work included in Grades 1, 2, 3 and 4 of the Clerk Group.

GRADE 1 (CK1)

TITLES OF POSITIONS—

ASSISTANT COURT CLERK

DUTIES—

The duties of incumbents of these positions are to act as assistants to the clerk of a large and important part of a court, or to perform specialized clerical work requiring knowledge of court procedure under the general supervision of such clerk, or to take charge of and be responsible for the entire clerical work of smaller and less important parts of courts.

QUALIFICATIONS—

1. Experience as clerk in a court or law office, or as attendant or interpreter in a court, or other experience or education recognized by the Municipal Civil Service Commission as qualifying.
2. In the case of exempt positions or positions not classified by the Municipal Civil Service Commission, evidence of ability to perform the duties of the position satisfactory to the appointing officer.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1 and 3, or 2 and 3.

COMPENSATION—

Range of annual compensation—\$1800 to \$2340 inclusive.

Salary rates—\$1800, \$1980, \$2160, \$2340.

In addition to this compensation an annual compensation of \$120 may be paid to Assistant Court Clerks who act as Interpreters in one or more foreign languages and who perform in this capacity work which would otherwise require the service of a Court Interpreter. Such additional compensation shall not be paid until the presiding judge of the court in which he is employed shall have certified to the usefulness of such foreign language or languages in the court and until the Assistant Court Clerk shall have been examined by the Municipal Civil Service Commission and shall have received a certificate of his ability to speak and write fluently such language or languages and his ability to translate speech and writing from such language or languages into English, and vice versa.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1800	1 year
1980	2 years
2160	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Complaint Clerk in the Magistrates' Courts.

Deputy Clerk of the Court of Special Sessions and the Children's Court.

Assistant Clerk in the City Court.

Clerk in the Court of Special Sessions, the Children's Court and the Magistrate's Court in the Boroughs of The Bronx, Queens and Richmond.

Clerk in the Municipal Court in outlying districts where the volume of work is small.

The majority of the Assistant Court Clerks in the Municipal Courts are appraised in Grades 3 and 4 of the Clerk Group of the Clerical Service. Only a limited number are performing the duties of Assistant Court Clerk.

GRADE 2 (C K 2)**TITLES OF POSITIONS—****COURT CLERK****DUTIES—**

The duties of incumbents of these positions are to take charge of and be responsible to the justices and to the Chief Clerk for the clerical work in a large and important part of a court.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. In the case of exempt positions or positions not classified by the Municipal Civil Service Commission, evidence of ability to perform the duties of the position satisfactory to the appointing officer.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 4, or 3 and 4.

COMPENSATION—

Range of annual compensation—\$2340 to \$3300 inclusive.

Salary rates—\$2340, \$2580, \$2820, \$3060, \$3300.

In addition to this compensation an annual compensation of \$120 may be paid to Court Clerks who act as Interpreters in one or more foreign languages and who perform in this capacity work which would otherwise require the service of a Court Interpreter. Such additional compensation shall not be paid until the presiding judge of the court in which he is employed shall have certified to the usefulness of such foreign language or languages in the court and until the Court Clerk shall have been examined by the Municipal Civil Service Commission and shall have received a certificate of his ability to speak and write fluently such language or languages, and his ability to translate speech and writing from such language or languages into English, and vice versa.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Clerk of the Court in the Magistrates' Courts, Court of Special Sessions, Municipal Court and Children's Court.

GRADE 3 (C K 3)**TITLES OF POSITIONS—****DEPUTY CHIEF COURT CLERK****DUTIES—**

The duties of incumbents of this position are to act as deputy and assistant to the Chief Court Clerk.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. In the case of exempt positions or positions not classified by the Municipal Civil Service Commission, evidence of ability to perform the duties of the position satisfactory to the appointing officer.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 4, or 3 and 4.

COMPENSATION—**Deputy Chief Court Clerk in Magistrates' Court:**

Range of annual compensation—\$3540 to \$4140 inclusive.

Salary rates—\$3540, \$3840, \$4140.

Deputy Chief Court Clerk in the Children's Court:

Range of annual compensation—\$3540 to \$3840 inclusive.

Salary rates—\$3540, \$3840.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Deputy Chief Court Clerk in the Brooklyn, Queens and Richmond parts of the Magistrates' Courts and in the Children's Court.

GRADE 4 (C K 4)**TITLES OF POSITIONS—****CHIEF COURT CLERK****DUTIES—**

The duties of incumbents of these positions are to take charge of and be responsible for all clerical work, including the supervision of employes, in an entire court, and to act as intermediary on all clerical matters between the judges and the employes of the court.

QUALIFICATIONS—**Chief Court Clerk in the Magistrates' Courts and the Children's Court:**

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. In the case of exempt positions or positions not classified by the Municipal Civil Service Commission, evidence of ability to perform the duties of the position satisfactory to the appointing officer.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 4, or 3 and 4.

Chief Court Clerk in the Court of Special Sessions, the Municipal Court and City Court:

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2 or, if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. In the case of exempt positions or positions not classified by the Municipal Civil Service Commission, evidence of ability to perform the duties of the position satisfactory to the appointing officer.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 4, or 3 and 4.

COMPENSATION—

Range of annual compensation—\$4140 to \$5160 inclusive.

Salary rates—\$4140, \$4440, \$4740, \$5160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Chief Court Clerk in the Magistrates' Court, Court of Special Sessions, Children's Court and the City Court.

DEPARTMENTAL LIBRARIAN GROUP

SYMBOL (CL)

The term Departmental Librarian Group is applied to those offices or employments of the Clerical Service in which incumbents are required to classify, index and loan books, documents, periodicals, maps, plans or other library material used by a department or bureau, and to perform such other library services as may be required by the department or bureau.

GRADE 1 (CL 1)

TITLES OF POSITIONS—

DEPARTMENTAL LIBRARIAN

DUTIES—

The duties of incumbents of these positions, which require a technical knowledge of the activities and terminology of a department or bureau, are to classify, index and loan books, documents, periodicals, reprints and clippings, or to file and catalog maps, computation sheets, photographs, public service plans, blue prints, or other materials required by the department or bureau, and to perform such other general library services as may be assigned.

QUALIFICATIONS—

1. Such training as is evidenced by a certificate granted on the completion of a standard course of library training, not less than one year in length, or other training or experience recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1500 inclusive.

Salary rates—\$900, \$1020, \$1140, \$1260, \$1380, \$1500.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$900	1 year
1020	1 "
1140	1 "
1260	2 years
1380	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Librarian in the Research Laboratory of the Department of Health.

Librarian in the Bureau of Design and Survey, Office of the President of the Borough of Manhattan.

GRADE 2 (CL 2)**TITLES OF POSITIONS—**

LAW LIBRARIAN
COURT LIBRARIAN

DUTIES—**Law Librarian:**

The duties of the Law Librarian, which require familiarity with legal procedure, are to select for purchase books required by the Law Department, to prepare cases and points for binding, to index and digest judicial decisions, to annotate reports and statutes and to perform such other related duties as may be assigned.

Court Librarian:

The duties of Court Librarians, which require a considerable amount of legal knowledge, are to brief propositions of law, to maintain a system of annotations and card indices devised to show all details of library text and reports, the existing condition of all statutes and ordinances, and the titles, history and subject matter of all current cases, to advise as to additions to the library, and to perform such other related duties as may be required by the justices of the court.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. Experience as librarian in a law library of recognized standing, or other training or experience recognized by the Municipal Civil Service Commission as qualifying.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1800 to \$2820 inclusive.

Salary rates—\$1800, \$1980, \$2160, \$2340, \$2580, \$2820.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1800	1 year
1980	2 years
2160	2 "
2340	2 "
2580	2 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Librarian in the Law Department.

Librarian in the City Court of the City of New York.

INTERPRETER GROUP

SYMBOL (C I)

The term Interpreter Group is applied to those offices or employments of the Clerical Service in which incumbents are required to write and speak English and one or more foreign languages fluently and to translate with clearness and accuracy speech and writing in those foreign languages into English and vice versa.

GRADE 1 (C I 1)

TITLES OF POSITIONS—

INTERPRETER
COURT INTERPRETER

DUTIES—

The duties of incumbents of these positions, which are performed in connection with the official routine work of hospitals, courts or other city departments, are to converse and write fluently in foreign languages and to translate with clearness and accuracy speech and writing in these languages into English and vice versa.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Interpreter:

Range of annual compensation—\$1080 to \$1260 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260.

Court Interpreter in City Magistrates' Courts, Municipal Courts or Court of Special Sessions:

Range of annual compensation—\$1380 to \$2100 inclusive.

Salary rates—\$1380, \$1500, \$1620, \$1740, \$1920, \$2100.

Court Interpreter in City Court:

Range of annual compensation—\$1500 to \$2280 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100, \$2280.

In addition to this compensation an annual compensation of \$120 may be paid to interpreters for each useful foreign language acquired, not exceeding two. A dialect of any language in which a candidate is qualified shall not be considered as an additional foreign language. Such additional compensation shall not be paid to any candidate until the head of the department in which he is employed shall have certified to the usefulness of such foreign language or languages in the department, and until the interpreter shall have been examined by the Municipal Civil Service Commission and shall have received a certificate of his ability to speak and write fluently such language or languages and his ability to translate speech and writing in such language or languages into English and vice versa.

SPECIAL REGULATION GOVERNING COMPENSATION—

Court Interpreter:

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next grade. See also page 28.

Interpreter:

\$1080	1 year
1140	1 "
1200	2 years

Court Interpreter in City Magistrates' Courts, Municipal Courts or Court of Special Sessions:

\$1380	1 year
1500	1 "
1620	1 "
1740	2 years
1920	2 "

Court Interpreter in City Court:

\$1500	1 year
1620	1 "
1740	1 "
1920	2 years
2100	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Interpreter in Bellevue Hospital.

Interpreter in the Bureau of Marriage Licenses in the City Clerk's office.

Interpreter in the Department of Licenses.

Interpreter in the City Magistrates' Courts, Municipal Courts or Court of Special Sessions.

QUALIFICATIONS—

It is recommended that the Municipal Civil Service Commission hold a combined examination for the positions of Interpreter and Court Interpreter in this grade. The first part of the examination should consist of questions of less difficulty pertaining to general work as an Interpreter, while the second part should comprise questions of greater difficulty pertaining to the duties of Court Interpreter. Candidates desiring appointment to positions outside of the courts should be required to take only the first part of the examination, but candidates desiring appointments to positions as Court Interpreter should take both parts of the examination. As a result of this examination, two lists would be promulgated, one for Interpreter and one for Court Interpreter.

MESSENGER GROUP

SYMBOL (C M)

The term Messenger Group is applied to those offices or employments of the Clerical Service in which incumbents are required to serve legal notices, to receive and deliver papers, messages and valuable documents, to deposit moneys, to wait upon high city officials, and to receive and direct visitors to various bureaus or offices.

GRADE 1 (C M I)

TITLES OF POSITIONS—

MESSENGER*

PROCESS SERVER

DUTIES—

Messenger:

The duties of Messengers, which require responsibility, trustworthiness and tact, are to receive and deliver moneys, valuable documents, papers and confidential messages for city departments and city officials, to meet and direct visitors to various bureaus or offices, and to perform such incidental clerical work as may be assigned by a superior.*

Process Server:

The duties of Process Servers, which require the highest degree of responsibility, trustworthiness and tact and a knowledge of the law as to the service of papers, are to serve legal papers and to perform such incidental clerical work as may be assigned by a superior.

QUALIFICATIONS—

Messenger:

1. If appointed by promotion, not less than two years of experience in Grade 2 of the Clerk Group of the Clerical Service, or three years of experience in positions in the Labor Class, or if appointed as the result of an open competitive examination, such experience as may be required by the Municipal Civil Service Commission.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Process Server:

1. Experience in a law office or other experience recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$840 to \$1200 inclusive.

Salary rates—\$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200.

Persons temporarily employed as Process Servers shall be paid \$1.15 for each paper actually served.

An additional sum not to exceed \$300 may be paid for service as Messenger to members of the Board of Estimate and Apportionment.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*These positions may also be filled by superannuated employes, such as Assistant Foremen, Caretakers, Clerks, or Inspectors, if their work has fitted them to be Messengers and if they are capable of rendering service in these positions.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications****TITLES OF POSITIONS—**

The title of Attendant to members of the Board of Estimate and Apportionment is replaced in the standard specifications by the title Messenger. The titles of Playground Attendant, Gymnasium Attendant and Attendant other than Messenger Attendants are replaced by the titles Recreation Instructor, Recreation Instructor (Athletics) and Caretaker respectively.

PRIVATE SECRETARY GROUP

SYMBOL (C P)

The term Private Secretary Group is applied to those offices or employments of the Clerical Service in which incumbents are required to act as personal assistants to executive or administrative officials and as intermediaries between such officials and the public.*

GRADE 1 (C P 1)

TITLES OF POSITIONS—

PRIVATE SECRETARY

DUTIES—

The duties of incumbents of these positions are to act as secretaries to heads of bureaus, less important commissions, or small departments, or to deputy commissioners in any department, and as intermediaries between them and the public, which duties involve the meeting and interviewing of visitors, the making of special investigations relating to departmental matters, and the performance of other services which relieve superiors of the details of office work.

COMPENSATION—

Range of annual compensation—\$1800 to \$2160 inclusive.

Salary rates—\$1800, \$1980, \$2160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* No exempt position as Private Secretary shall be created where the work can be performed equally well and satisfactorily by a Stenographer in Grade 2 or a Senior Stenographer in Grade 3 of the Stenographer Group.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

Positions as Executive Secretaries of departments, boards, etc., will be found in the Executive Secretary Group of the Executive Service.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Secretaries to the Deputy Police Commissioners.

Secretary to the City Chamberlain.

Secretary to the Superintendent of Buildings in the Borough of Queens or the Borough of Richmond.

GRADE 2 (C P 2)**TITLES OF POSITIONS—**

SENIOR PRIVATE SECRETARY

DUTIES—

The duties of incumbents of these positions are to act as secretaries to heads of large city departments or commissions, and as intermediaries between them and the public, which duties involve the meeting and interviewing of visitors, the making of special investigations relating to departmental matters, and the performance of other services which relieve superiors of the details of office work.

COMPENSATION—

Range of annual compensation—\$2340 to \$3540 inclusive.

Salary rates—\$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Secretary to the Commissioner of the Police Department.

Secretary to the Commissioner of the Department of Docks and Ferries.

Secretary to the Commissioner of the Department of Health.

Secretary to the Corporation Counsel.

Secretary to the Commissioners of the Departments of Public Works in the various boroughs.

Secretary to the Superintendent of Buildings in the Borough of Manhattan, Brooklyn, or The Bronx.

GRADE 3 (C P 3)**TITLES OF POSITIONS—****EXECUTIVE PRIVATE SECRETARY****DUTIES—**

The duties of incumbents of these positions are to act as secretaries to members of the Board of Estimate and Apportionment or to the Mayor, and as intermediaries between them and the public, which duties involve the meeting and interviewing of visitors, the making of special investigations, and the performance of other services which relieve superiors of the details of office work.

COMPENSATION—

Range of annual compensation—\$3600 and up.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

PURCHASING AGENT GROUP.

SYMBOL (CA)

The term Purchasing Agent Group is applied to those offices or employments of the Clerical Service in which incumbents are required to purchase supplies, materials and equipment in accordance with specifications, in such quantities and at such times as to meet the needs of the service and at the lowest market prices obtainable under existing conditions.

GRADE 1 (CA 1)

TITLES OF POSITIONS—*

PURCHASING AGENT

PURCHASING AGENT AND ASSISTANT SUPERVISOR (CITY RECORD)

PURCHASING AGENT AND ASSISTANT SUPERINTENDENT OF SCHOOL SUPPLIES (DEPARTMENT OF EDUCATION)

DUTIES—

Purchasing Agent:

The duties of Purchasing Agents are to carry on in departments purchasing large quantities of supplies, material and equipment, excepting the Department of Education and Board of City Record, or in a central purchasing agency, the details of the work of obtaining, opening and examining bids; the preparation of contracts and ordering of supplies, materials and equipment under contract or in the open market; the supervision of deliveries to the extent of ascertaining that deliveries are made promptly and within the time limits agreed upon; the examination and approval of invoices as to agreement with the requirements of orders; and the keeping of such records and files as to provide all information connected with specifications, contractors, prices, routes, methods and rates of transportation.

Purchasing Agent and Assistant Supervisor (City Record):

The duties of the Purchasing Agent and Assistant Supervisor (City Record) are to assist the Chief Purchasing Agent and Supervisor (City Record) in the supervision of the preparation and publication of the City Record and of all contracts for printing and stationery supplies for the city.

Purchasing Agent and Assistant Superintendent of School Supplies (Department of Education):

The duties of the Purchasing Agent and Assistant Superintendent of School Supplies (Department of Education) are to assist the Chief Purchasing Agent and Superintendent of School Supplies (Department of Education) in the supervision and direction of the purchasing, storage and distribution of all supplies, material and equipment for the Department of Education.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3 of the Clerk Group of the Clerical Service.
2. If appointed by promotion, not less than three years of experience in Grade 3 of the Clerk Group of the Clerical Service.
3. Experience as purchasing agent or assistant purchasing agent for a large concern.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 4, or 3 and 4.

COMPENSATION—

Range of annual compensation—\$2100 to \$3960.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940, \$3180, \$3420, \$3660, \$3960.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*The assistant of a purchasing agent in this grade, if such an assistant is required, should receive the title and compensation provided for in Grade 3 of the Clerk Group of the Clerical Service.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

The establishment of a central purchasing agency for the City of New York will result in a considerable modification of the duties of purchasing agents in the several departments. Presumably some of the present purchasing agents will become assistants to the Director of Central Purchase as specialists on the purchase of a particular line of supplies, materials or equipment. In addition, the Director of Central Purchase will probably have on his staff municipal examiners or inspectors of purchase and supplies.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Purchasing Agent in the office of the President of the Borough of Manhattan or Brooklyn.

Purchasing Agent for the Department of Correction, Department of Public Charities, Bellevue and Allied Hospitals, Department of Street Cleaning, Department of Docks and Ferries or the Department of Health.

Assistant to the Purchasing Agent and Supervisor of the City Record.

Assistant to the Superintendent of School Supplies, Department of Education.

GRADE 2 (C A 2)**TITLES OF POSITIONS—**

CHIEF PURCHASING AGENT AND SUPERVISOR (CITY RECORD)
 CHIEF PURCHASING AGENT AND SUPERINTENDENT OF SCHOOL SUPPLIES
 (DEPARTMENT OF EDUCATION)
 DIRECTOR OF CENTRAL PURCHASE

DUTIES—**Chief Purchasing Agent and Supervisor (City Record):**

The duties of the Chief Purchasing agent and Supervisor (City Record) are to supervise the preparation and publication of the City Record and all contracts for printing and stationery supplies for the city.

Chief Purchasing Agent and Superintendent of School Supplies (Department of Education):

The duties of the Chief Purchasing Agent and Superintendent of School Supplies (Department of Education) are to supervise and be responsible for the purchasing, storage and distribution of all supplies, material and equipment for the Department of Education.

Director of Central Purchase:

The duties of the Director of Central Purchase, which involve supervision of Purchasing Agents in Grade 1 and of other employees, and which require a high degree of executive ability and specialized knowledge regarding the purchase of supplies, are to devise, install, organize and supervise the operation of a system of central purchase of all supplies purchased by the city.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in the appropriate position in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Chief Purchasing Agent and Supervisor (City Record):**

Range of annual compensation—\$4500 to \$5220 inclusive.

Salary rates—\$4500, \$4800, \$5220.

Chief Purchasing Agent and Superintendent of School Supplies (Department of Education):

Range of annual compensation—\$6000 to \$7200 inclusive.

Salary rates—\$6000, \$6600, \$7200.

Director of Central Purchase:

Range of annual compensation—\$6000 and up.

Salary rates—\$6000, \$6600, \$7200.*

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

*No recommendation is made above \$7200.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

STENOGRAPHER GROUP

SYMBOL (CS)

The term Stenographer Group is applied to those offices or employments of the Clerical Service in which incumbents are required to record in handwriting or on machines and to read symbolic notes of oral dictation and to typewrite these notes and such additional matter and forms as may be required.

GRADE 1 (CS 1)

TITLES OF POSITIONS—

JUNIOR STENOGRAPHER
JUNIOR STENOTYPIST

DUTIES—

The duties of incumbents of these positions are to take symbolic notes of and to typewrite work which ordinarily does not include technical matter.

Examples:

Taking and transcribing routine correspondence, reports, notices and office memoranda.

Writing stereotyped communications and office forms.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Women:

Range of annual compensation—\$720 to \$900 inclusive.

Salary rates—\$720, \$780, \$840, \$900.

Men:

Range of annual compensation—\$780 to \$900 inclusive.

Salary rates—\$780, \$840, \$900.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (C S 2)**TITLES OF POSITIONS—**

STENOGRAPHER
STENOTYPIST

DUTIES—

The duties of incumbents of these positions, which may or may not involve supervision of small groups of stenographers and typists, are to perform general stenographic and typewriting work requiring ability to take and transcribe technical, scientific, legal or other matter recognized as difficult dictation, and to perform incidental clerical work.

Examples:

Disposing of important correspondence, reports and memoranda.

Taking notes of and transcribing legal briefs, opinions, agreements and statements, engineering specifications and technical communications, reports and papers.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, such qualifications as may be required by the Municipal Civil Service Commission.*
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$960 to \$1200 inclusive.

Salary rates—\$960, \$1020, \$1080, \$1140, \$1200.

*In open competitive examinations for positions in this grade, experience will be tested by examinations of greater difficulty than those set for Grade 1.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (CS3)**TITLES OF POSITIONS—**

SENIOR STENOGRAPHER
SENIOR STENOTYPIST

DUTIES—

The duties of incumbents of these positions, which require a thorough acquaintance with the organization and work of the department in which they occur and a high degree of stenographic skill, accuracy and dependability, are to supervise a large stenographic bureau, to act as secretary and stenographer to the highest officials, to report and transcribe testimony at important public hearings and quasi-judicial trials, or to perform other exceptionally difficult stenographic work requiring peculiar skill and dependability not ordinarily found in Grade 2.

Examples:

Supervising the general stenographic force of a department or large bureau.
Disposing of correspondence for executives.
Meeting and interviewing visitors and performing other secretarial services.
Reporting testimony at trials of policemen and firemen by Commissioners and Deputy Commissioners.
Reporting and transcribing minutes of meetings of the Board of Estimate and Apportionment, Board of Aldermen and Board of Assessors.
Reporting public hearings before various committees of the Board of Estimate and Apportionment, such as the Committee on Franchises, City Plan, Assessments, etc.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Senior Stenographer or Senior Stenotypist supervising stenographic bureau or doing important reporting work:

Range of annual compensation—\$1320 to \$1980 inclusive.
Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800, \$1980.

Other Senior Stenographers or Senior Stenotypists:

Range of annual compensation—\$1320 to \$1680 inclusive.
Salary rates—\$1320, \$1440, \$1560, \$1680.

SPECIAL REGULATION GOVERNING COMPENSATION—

• **Senior Stenographer or Senior Stenotypist supervising stenographic bureau:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

Other Senior Stenographers or Senior Stenotypists: .

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Senior Stenographer or Senior Stenotypist supervising stenographic bureau or doing important reporting work:

\$1320	1 year
1440	1 "
1560	2 years ✓
1680	2 "
1800	2 "

Other Senior Stenographers or Senior Stenotypists:

\$1320	1 year
1440	2 years
1560	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (CS 4)**TITLES OF POSITIONS—****COURT STENOGRAPHER****DUTIES—**

The duties of incumbents of these positions, which require the highest degree of stenographic skill and a wide knowledge of court procedure, are to report and transcribe testimony at the City, Municipal, Magistrates', Special Sessions, or Children's Courts, and to do such incidental stenographic and typewriting work as may be required by the judges of these courts.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$2940 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2100	1 year
2280	2 years
2460	2 "
2700	2 "

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

TELEPHONE OPERATOR GROUP

SYMBOL (C.O)

The term Telephone Operator Group is applied to those offices or employments of the Clerical Service in which incumbents are required to operate telephone switchboards, to keep records of calls and to do other incidental clerical work.

GRADE 1 (C O 1)

TITLES OF POSITIONS—

TELEPHONE OPERATOR

DUTIES—

The duties of incumbents of these positions, which require ability to facilitate the communications of a city department and knowledge of or the ability to learn the relations of a department with other departments and with the public, are to operate telephone switchboards, other than monitor or small boards which can be operated by office boys, to keep records of telephone calls, and to perform other incidental clerical work.

QUALIFICATIONS—

1. Experience in operating telephone switchboards.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—*

Women:

Range of annual compensation—\$600 to \$1020 inclusive.

Salary rates—\$600, \$660, \$720, \$780, \$840, \$900, \$960, \$1020.

Men:

Range of annual compensation—\$660 to \$1020 inclusive.

Salary rates—\$660, \$720, \$780, \$840, \$900, \$960, \$1020.

* Positions requiring the highest ability as telephone operator, as for example in the Mayor's office, shall be filled not by appointment at a higher rate than the initial rate, but by transfer of a telephone operator from another department in the city service.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

TYPIST GROUP

SYMBOL (C T)

The term Typist Group is applied to those offices or employments of the Clerical Service in which incumbents are required to operate one or more of the various kinds of typewriting machines used in city departments.

GRADE 1 (C T 1)

TITLES OF POSITIONS—

JUNIOR TYPIST

DUTIES—

The duties of incumbents of these positions, which may involve the performance of incidental clerical work, are to make on ordinary typewriting machines plain copies of written or typed information, reports, notices and memoranda.

Examples:

- Making typed copies of information on cards or prepared forms.
- Typing, listing and addressing form letters.
- Doing plain routine copying on typewriter.
- Typing from oral dictation.
- Transcribing on the typewriter from the dictaphone.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Women:

- Range of annual compensation—\$600 to \$780 inclusive.
- Salary rates—\$600, \$660, \$720, \$780.

Men:

- Range of annual compensation—\$660 to \$780 inclusive.
- Salary rates—\$660, \$720, \$780.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (C T 2)**TITLES OF POSITIONS—****TYPIST****DUTIES—**

The duties of incumbents of these positions, which may or may not involve the operation of special billing machines or book-typewriters, are to perform difficult or technical work which requires judgment in rearranging, expanding, interpreting, segregating, or tabulating matter to be copied.

Examples:

Copying legal forms and notices.

Copying technical, scientific or statistical reports and such accounting information as requisitions, counterfoils, tax collections, schedules, recapitulations, reconciliation sheets, etc.

Computing averages on special billing machines.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, such qualifications as may be required by the Municipal Civil Service Commission.*
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$840 to \$1020 inclusive.

Salary rates—\$840, \$900, \$960, \$1020.

* In open competitive examinations for positions in this grade, experience will be tested by examinations of greater difficulty than those set for Grade 1.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Typist engaged in computing averages of examinations on a Moons-Hopkins machine in the Municipal Civil Service Commission.

Typist engaged in typing accounting tabulations on long carriage machines in the Department of Finance.

GRADE 3 (C T 3)**TITLES OF POSITIONS—**

SENIOR TYPIST

SENIOR TYPIST (COMPUTING)

DUTIES—**Senior Typist:**

The duties of Senior Typists, which require thorough acquaintance with the organization and work of the department in which they occur, are to supervise a typewriting bureau, or to perform exceptionally difficult departmental typing and clerical work requiring peculiar skill and dependability not ordinarily found in Grade 2.

Examples:

Preparing the most technical and important departmental reports, indices, etc.

Senior Typist (Computing):

The specialized duties of Senior Typists (Computing), which require some knowledge of bookkeeping or accounting, are to operate typewriting and computing machines used in the city service to record and segregate accounting information.

Examples:

Computing, segregating and tabulating special accounting data.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1260, \$1380.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Senior Typist engaged in performing the most difficult work on Wahl machines in the Department of Finance.

MISCELLANEOUS CLERK GROUP

SYMBOL (CZ)

The term Miscellaneous Clerk Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform non-professional routine or specialized clerical work of an exceptional nature not included in the other groups of the Clerical Service.

GRADE 4 (C Z 4)

TITLES OF POSITIONS—

EDITOR (CITY RECORD)

DUTIES—

Editor (City Record):

The duties of the Editor (City Record), which require a thorough knowledge of the laws relating to New York City advertising and of the functions and procedure of the various city departments, are to edit all copy for publication in the City Record and to devise methods of saving space and reducing expense in the make-up of the City Record, to keep statistical records of City Record copy, to keep books relating to advertising in newspapers other than the City Record, and to perform related correspondence, bookkeeping and recording work.

QUALIFICATIONS—

Editor (City Record):

1. Experience as Inspector of Supplies in the City Record office, 2nd Grade Bookkeeper, 3rd Grade Clerk, Assistant Municipal Examiner in Grade 1 of the Municipal Examiner Group, or in other work recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Editor (City Record):

Range of annual compensation—\$2100 to \$2940 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940.

SPECIAL REGULATION GOVERNING COMPENSATION—

Editor (City Record):

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

INSPECTIONAL SERVICE

SYMBOL (I).

The term Inspectional Service is applied to those offices or employments the duties of whose incumbents are to observe and report on facts and conditions, or to supervise such observation and reporting and to take appropriate official action, in order to insure compliance with regulations, standards or specifications governing public health or safety, honest trade, or the verification of work performed or things purchased for the city, other than observation and reporting requiring professional training or merely incident to police duty or to the work outlined in other services.

INSPECTOR OF BUILDINGS GROUP

(SYMBOL IB)

The term Inspector of Buildings Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to inspect and report on or to supervise and be responsible for the inspection of and reporting on the construction, alteration, maintenance and use of public and private buildings and other structures, including plumbing, plastering, elevators, amusement devices, etc., and steel work in buildings, bridges, or other structures, in order to insure compliance with the provisions of the building and plastering code, the labor and tenement house laws and regulations, the rules and regulations of the Board of Standards and Appeals and other established regulations and principles governing public health and safety.

GRADE 1 (IB 1)

TITLES OF POSITIONS—

BUILDING INSPECTOR*
 BUILDING INSPECTOR (TENEMENTS)
 BUILDING INSPECTOR (IRON AND STEEL)
 BUILDING INSPECTOR (ELEVATORS)
 BUILDING INSPECTOR (PLUMBING AND SANITATION)
 BUILDING INSPECTOR (PLASTERING)
 BUILDING INSPECTOR (FIRE PREVENTION)
 BUILDING INSPECTOR (HEATING)

DUTIES—

Building Inspector:

The duties of Building Inspectors are to inspect and report on construction, alteration or maintenance work on buildings and other structures, as to authorization, materials, compliance with the building code and with the regulations and principles of public health and safety, to make surveys of old buildings or buildings thought to be unsafe, to inspect and report on places of public assemblage, theatres, amusement devices, etc., as to their fitness to be licensed and used, and on hotels as to their compliance with the provisions of the Raines Law.

Building Inspector (Tenements):

The duties of Building Inspectors (Tenements) are to inspect and report on construction, alteration or maintenance work on tenement houses as to compliance with tenement house laws and regulations.

Building Inspector (Iron and Steel):

The duties of Building Inspectors (Iron and Steel) are to inspect and report on iron and steel construction, alteration or maintenance in order to insure compliance with contract specifications or with the provisions of the building code, including the examination of materials delivered on the site of the work and the inspection of and reporting on the assembling, erection, rivetting, bolting and painting of all iron and steel structures and parts.

Building Inspector (Elevators):

The duties of Building Inspectors (Elevators) are to inspect and report on elevators or escalators as to their mechanism and compliance with the provisions of the building code and with the established principles of public safety and health.

* Building Inspectors who have served one year in this grade are eligible for promotion to Plan Examiner in Grade 2 of the Draftsman Group of the Sub-professional Service.

Building Inspector (Plumbing and Sanitation):

The duties of Building Inspectors (Plumbing and Sanitation) are to inspect and report on plumbing and general sanitation as to their compliance with the provisions of the plumbing code, tenement house regulations and the established principles of public health, and to make tests of plumbing, drainage and gas systems.

Building Inspector (Plastering):

The duties of Building Inspectors (Plastering) are to examine and report on plastering and fireproofing processes as to their compliance with the provisions of the plastering code and the laws of the State of New York governing plastering work.

Building Inspector (Fire Prevention):

The duties of Building Inspectors (Fire Prevention) are to inspect and report on construction, alteration, occupancy and use of buildings, factories, and other structures as to compliance with the laws and regulations governing fire prevention, and to make such other inspections and investigations relating to fire prevention, fire risks and dangers as may be assigned by the Chief of the Bureau of Fire Prevention.

Building Inspector (Heating):

The duties of Building Inspectors (Heating) are to inspect and report on construction or alteration work on heating plants or appliances in buildings.

QUALIFICATIONS—**Building Inspector:**

1. Not less than five years of experience as Architect, Engineer, Mason, Carpenter, Plumber, Iron Worker, or Plasterer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Building Inspector (Tenements):

1. Training or experience in general building construction, engineering or architectural work, sanitary work, or other work related to building sanitation recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Building Inspector (Iron and Steel):

1. Not less than five years of experience as Architect, Engineer, or Iron Worker.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Building Inspector (Elevators):

1. Practical experience in construction and inspection of elevators.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Building Inspector (Plumbing and Sanitation):

1. Not less than five years of training or experience in sanitary science or as journeyman in the plumbing trade.
2. A license issued by the Examining Board of Plumbers to work as a licensed plumber.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Building Inspector (Plastering):

1. Not less than ten years of experience as a journeyman in the plastering trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Building Inspector (Fire Prevention):

1. Training or experience either in general building construction work or as an inspector or investigator for fire underwriters, or in other work related to building inspection and fire prevention work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Building Inspector (Heating):

1. Training or experience in general building construction, including specialized experience in maintenance or inspection of heating plants and appliances.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Building Inspector, Building Inspector (Iron and Steel):**

Assigned on construction work:

Range of annual compensation—\$1140 to \$1500 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380, \$1440, \$1500.

Assigned on routine or patrol work:

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

Building Inspector (Tenements), Building Inspector (Elevators), Building Inspector (Plumbing and Sanitation), Building Inspector (Plastering), Building Inspector (Fire Prevention), Building Inspector (Heating):

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Building Inspector, Building Inspector (Iron and Steel):

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years
1380	2 "
1440	2 "

Building Inspector (Tenements), Building Inspector (Elevators), Building Inspector (Plumbing and Sanitation), Building Inspector (Plastering), Building Inspector (Fire Prevention), Building Inspector (Heating):

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

Building Inspector:

The duties set forth are those at present performed by inspectors in the Bureaus of Buildings in the offices of the various borough presidents, and include such other inspections of buildings as do not require specialized knowledge of or work in particular limited phases of building inspection, such as plumbing, plastering, etc. In the case of such positions, a specialized title in brackets should be added to the group title of Building Inspector.

It is thought that this title will also cover the work of inspectors working under the present titles of Inspector of Masonry and Carpentry, without adding any specialized titles in brackets.

Building Inspector (Plumbing and Sanitation):

There is a considerable amount of similarity between some of the duties performed by these inspectors and those performed by Health Inspectors. At the present time there is confusion and overlapping of inspectional work. A proper line of division between the work of Health Inspectors and that of Tenement House or Building Inspectors is that Health Inspectors are inspecting for unsanitary and unhealthful conditions of food and sanitation not primarily due to structural defects, while Building and Tenement House Inspectors are inspecting for the compliance of building and equipment with laws and regulations governing their structure.

See the Health Inspector Group of the Inspectional Service.

QUALIFICATIONS—

For the positions of Building Inspector, Building Inspector (Iron and Steel), Building Inspector (Plumbing and Sanitation), and Building Inspector (Plastering), the first qualification mentioned is a charter requirement.

GRADE 2 (I B 2)**TITLES OF POSITIONS—**

SENIOR BUILDING INSPECTOR
 SENIOR BUILDING INSPECTOR (TENEMENTS)
 SENIOR BUILDING INSPECTOR (IRON AND STEEL)
 SENIOR BUILDING INSPECTOR (FIRE PREVENTION)
 SENIOR BUILDING INSPECTOR (ELEVATORS)
 SENIOR BUILDING INSPECTOR (PLUMBING)

DUTIES—

The duties of incumbents of these positions are to supervise the work of Building Inspectors in Grade 1 or to perform independently the most difficult and responsible technical inspections.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Senior Building Inspector, Senior Building Inspector (Iron and Steel):

Range of annual compensation—\$1620 to \$2100 inclusive.

Salary rates—\$1620, \$1740, \$1920, \$2100.

Senior Building Inspector (Tenements), Senior Building Inspector (Fire Prevention), Senior Building Inspector (Elevators), Senior Building Inspector (Plumbing):

Range of annual compensation—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Senior Building Inspector, Senior Building Inspector (Iron and Steel):

\$1620	1 year
1740	2 years
1920	2 "

Senior Building Inspector (Tenements), Senior Building Inspector (Fire Prevention), Senior Building Inspector (Elevators), Senior Building Inspector (Plumbing):

\$1500	1 year
1620	2 years
1740	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (I B 3)**TITLES OF POSITIONS—**

- ASSISTANT CHIEF BUILDING INSPECTOR (BUREAU OF BUILDINGS, MANHATTAN OR BROOKLYN)*
- CHIEF BUILDING INSPECTOR (BUREAU OF BUILDINGS, THE BRONX, QUEENS OR RICHMOND)*
- CHIEF BUILDING INSPECTOR (TENEMENTS)*
- CHIEF BUILDING INSPECTOR (FIRE PREVENTION)*

DUTIES—

Assistant Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn)

Chief Building Inspector (Bureau of Buildings, The Bronx, Queens or Richmond):

The duties of incumbents of these positions are to assist the Chief Inspector in the entire supervision of inspectional work in the largest Bureaus of Buildings, or to act as Chief Inspector and to be responsible for the supervision of all inspectional work in the smaller Bureaus of Buildings.

Chief Building Inspector (Tenements):

The duties of Chief Building Inspectors (Tenements) are to be responsible for the supervision of all inspectional work in the largest units of the Tenement House Department.

Chief Building Inspector (Fire Prevention):

The duties of the Chief Building Inspector (Fire Prevention) are to be responsible for the supervision of all inspectional work in the Bureau of Fire Prevention.

QUALIFICATIONS—

1. Such qualifications as are set forth in the Charter of the City of New York.
2. The minimum qualifications prescribed for Grade 2.
3. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Assistant Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn)

Chief Building Inspector (Bureau of Buildings, The Bronx, Queens or Richmond):

Range of annual compensation—\$2280 to \$2940 inclusive.
Salary rates—\$2280, \$2460, \$2700, \$2940.

Chief Building Inspector (Tenements):

Range of annual compensation—\$2100 to \$2940 inclusive.
Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940.

Chief Building Inspector (Fire Prevention):

Range of annual compensation—\$2400 to \$3360 inclusive.
Salary rates—\$2400, \$2640, \$2880, \$3120, \$3360.

* These positions may be filled by the appointment of an Assistant Engineer in Grade 3 of the Engineer Group, or of an Assistant Architect in Grade 3 of the Architect Group of the Professional Service.

SPECIAL REGULATION GOVERNING COMPENSATION—

Assistant Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn):

Chief Building Inspector (Bureau of Buildings, The Bronx, Queens or Richmond):

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Assistant Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn):

Chief Building Inspector (Bureau of Buildings, The Bronx, Queens or Richmond):

\$2280	1 year
2460	2 years
2700	2 "

Chief Building Inspector (Tenements):

\$2100	1 year
2280	1 "
2460	2 years
2700	2 "

Chief Building Inspector (Fire Prevention):

\$2400	1 year
2640	1 "
2880	2 years
3120	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

DUTIES—

Chief Building Inspector (Tenements):

At the present time, there are but two examples of inspectional work of this character, namely, the supervision of tenement house inspection in the Boroughs of Manhattan and Brooklyn.

The positions of Superintendents in the Tenement House Department are in the exempt class at the present time. The positions of Superintendent in Manhattan and Brooklyn are appraised in Grade 5 of the Clerk Group of the Clerical Service. The position of Superintendent of the Bronx, which involves supervision over the entire Bronx office, is appraised in Grade 3 of the Architect Group of the Professional Service. These positions should all be in the competitive class.

GRADE 4 (I B 4)**TITLES OF POSITIONS—**

CHIEF BUILDING INSPECTOR (BUREAU OF BUILDINGS, MANHATTAN OR BROOKLYN)*

DIRECTOR (BUREAU OF BUILDINGS, THE BRONX, QUEENS OR RICHMOND)

ASSISTANT DIRECTOR (BUREAU OF FIRE PREVENTION)

DUTIES—

Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn)

Director (Bureau of Buildings, The Bronx, Queens or Richmond):

The duties of incumbents of these positions are to be responsible for all inspectional work in the smaller Bureaus of Buildings or to assist the Directors of the larger Bureaus of Buildings in the entire administration of these Bureaus.

Assistant Director (Bureau of Fire Prevention):

The duties of the Assistant Director (Bureau of Fire Prevention) are to assist the Director in the entire administration of the Bureau of Fire Prevention.

QUALIFICATIONS—

1. Such qualifications as are set forth in the Charter of the City of New York.
2. The minimum qualifications prescribed for Grade 3.
3. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn)

Director (Bureau of Buildings, The Bronx, Queens or Richmond):

Range of annual compensation—\$3180 to \$4260 inclusive.

Salary rates—\$3180, \$3420, \$3660, \$3960, \$4260.

Assistant Director (Bureau of Fire Prevention):

Range of annual compensation—\$3600 to \$4200 inclusive.

Salary rates—\$3600, \$3900, \$4200.

Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn):

Director (Bureau of Buildings, The Bronx, Queens or Richmond):

SPECIAL REGULATIONS GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* This position may be filled by the appointment of a Senior Assistant Engineer in Grade 4 of the Engineer Group or of an Architect in Grade 4 of the Architect Group of the Professional Service.

§ These rates are predicated on the assumption that there is but one incumbent of this position.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

Director (Bureau of Buildings, The Bronx, Queens or Richmond):

The present title of the incumbents of these positions is Superintendent. At present these positions are in the exempt class.

Assistant Director (Bureau of Fire Prevention):

The present title of the incumbent of this position is Deputy Chief.

GRADE 5 (I B 5)**TITLES OF POSITIONS—**

DIRECTOR (BUREAU OF BUILDINGS, MANHATTAN OR BROOKLYN)

DIRECTOR (BUREAU OF FIRE PREVENTION)

DUTIES—**Director (Bureau of Buildings, Manhattan or Brooklyn):**

The duties of the Director (Bureau of Buildings, Manhattan or Brooklyn) are to be responsible for the entire administration of the largest Bureaus of Buildings.

Director (Bureau of Fire Prevention):

The duties of the Director (Bureau of Fire Prevention) are to assume entire responsibility to the Fire Commissioner for the entire administration of the Bureau of Fire Prevention.

QUALIFICATIONS—

1. Such qualifications as are set forth in the Charter of the City of New York.
2. The minimum qualifications prescribed for Grade 4.
3. If appointed by promotion, not less than one year of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Director (Bureau of Buildings, Manhattan or Brooklyn):**

Range of annual compensation—\$4560 to \$6120 inclusive.

Salary rates—\$4560, \$4860, \$5280, \$5700, \$6120.

Director (Bureau of Fire Prevention):

Range of annual compensation—\$4560 to \$5280 inclusive.

Salary rates—\$4560, \$4860, \$5280.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications****TITLES OF POSITIONS—**

The present title of the Director (Bureau of Buildings, Manhattan or Brooklyn) is Superintendent, and that of the Director (Bureau of Fire Prevention) is Chief of the Bureau of Fire Prevention, as provided in the Charter. These titles must of course continue in use for the present, pending revision of the Charter. At present these positions are in the exempt class.

INSPECTOR OF COMBUSTIBLES AND BLASTING GROUP

SYMBOL (IC)

The term Inspector of Combustibles and Blasting Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to make inspection, to make recommendations as to the issuance of permits and to enforce rules and regulations relative to the manufacture, storage, sale, use and transportation of combustibles and explosives, or to supervise such work.

GRADE 1 (IC1)

TITLES OF POSITIONS—

INSPECTOR OF COMBUSTIBLES
INSPECTOR OF BLASTING

DUTIES—

Inspector of Combustibles:

The duties of Inspectors of Combustibles are to inspect and report on the premises where explosives, chemicals and combustibles are manufactured, stored, sold or used, to make recommendations as to the issuance of permits for the use of combustibles and explosives, to examine plans of buildings where combustibles and explosives are kept, especially their mechanical protective appliances, and other premises of extraordinary fire hazard.

Inspector of Blasting:

The duties of Inspectors of Blasting are to make all inspections and enforce all rules and regulations relative to the storage, sale, use and transportation of explosives used in blasting operations.

QUALIFICATIONS—

Inspector of Combustibles:

1. Experience in the technical use or inspection of combustibles, such as experience in a chemical laboratory or in a drug or explosives factory, or other experience recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Inspector of Blasting:

1. Experience in blasting and in the handling of explosives.

2. Training or experience as a mining engineer.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1 and 3 or 2 and 3.

COMPENSATION—

Range of annual compensation—\$1140 to \$1440 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380, \$1440.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years
1380	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (I C 2)**TITLES OF POSITIONS—**

SENIOR INSPECTOR OF COMBUSTIBLES
SENIOR INSPECTOR OF BLASTING

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for a group of inspectors in Grade 1, or to be responsible for a small division of inspection, or to perform independently the most difficult and responsible technical inspections.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1560 to \$1980 inclusive.

Salary rates—\$1560, \$1680, \$1800, \$1980.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1560	1 year
1680	2 years
1800	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (IC3)**TITLES OF POSITIONS—**

CHIEF INSPECTOR OF COMBUSTIBLES AND BLASTING*

DUTIES—

The duties of the incumbent of this position are to act as head of a division or bureau for the inspection of combustibles and blasting.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2400 to \$3360 inclusive.

Salary rates—\$2400, \$2640, \$2880, \$3120, \$3360.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2400	1 year
2640	1 "
2880	2 years
3120	2 "

* This position may also be filled by the appointment of an Assistant Engineer in Grade 3 of the Engineer Group of the Professional Service. In this case it might be necessary to add a specialized title of Assistant Engineer (Combustibles).

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

INSPECTOR OF ELECTRICITY AND LIGHTING GROUP

SYMBOL (I E)

The term Inspector of Electricity and Lighting Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to inspect and report on or to supervise and be responsible for the inspection of and reporting on electrical repairs and supplies and the proper installation, maintenance, use and service of electrical equipment.

GRADE 1 (I E 1)

TITLES OF POSITIONS—

INSPECTOR OF ELECTRICITY*

INSPECTOR OF LIGHTING

DUTIES—

Inspector of Electricity:

The duties of Inspectors of Electricity are to inspect and report on electrical repairs and supplies and the proper installation and maintenance of electrical equipment in city buildings, to inspect electrical installations in buildings and places other than those owned by the city in order to insure compliance with the provisions of the electrical code, and to inspect overhead and underground electrical conductors in order to insure conformity with the provisions of franchises granted by the city, and in the case of conductors installed by the city, to insure conformity with contract specifications.

Examples:

Making inspections of electrical installations in private buildings or of installations of plants in public buildings in order to insure conformity with contract specifications.

Making routine inspections of maintenance and repair.

Making inspections of installations of the new fire alarm system or inspecting maintenance on the old system.

Inspector of Lighting:

The duties of Inspectors of Lighting are to report on lamps unlighted during the period of service contracted for and to inspect and report on the installation and physical condition of all street lighting posts and fixtures.

QUALIFICATIONS—

Inspector of Electricity:

1. Experience as an electrician or other experience recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Inspector of Lighting:

1. Such qualifications as may be required by the Municipal Civil Service Commission.

* These positions may also be filled by the appointment of an Engineering Assistant in Grade 1 or a Junior Engineer in Grade 2 of the Engineer Group of the Professional Service.

COMPENSATION—**Inspector of Electricity:**

Assigned on construction work—

Range of annual compensation—\$1140 to \$1500 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380, \$1440, \$1500.

Assigned on routine or patrol work:

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

Inspector of Lighting:

Range of annual compensation—\$1020 to \$1200 inclusive.

Salary rates—\$1020, \$1080, \$1140, \$1200.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Inspector of Electricity:

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years
1380	2 "
1440	2 "

Inspector of Lighting:

\$1020	1 year
1080	1 "
1140	2 years

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

Inspector of Electricity:

In private employment, inspectors performing independently difficult technical electrical inspections are paid a slightly higher rate than the maximum for this grade. Provision for a limited number of such positions is made in the following grade. See specifications for Grade 2.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Inspector of Fire Alarm Boxes in the Fire Alarm Bureau of the Fire Department.

GRADE 2 (I E 2)**TITLES OF POSITIONS—**

SENIOR INSPECTOR OF ELECTRICITY*
SENIOR INSPECTOR OF LIGHTING

DUTIES—**Senior Inspector of Electricity:**

The duties of Senior Inspectors of Electricity are to supervise and be responsible for a group of Inspectors of Electricity in Grade 1, or to be responsible for less important divisions of electrical inspection in the smaller boroughs, or to perform independently the most difficult and responsible technical inspections.

Examples:

- Directing field inspections.
- Revising inspectors' reports and preparing constructive criticisms for superiors.
- Arbitrating disputes between contractors, citizens and inspectors.
- Making inspections and conducting tests of important electrical machines and plants.
- Supervising the examination of and granting of licenses to moving picture operators.

Senior Inspector of Lighting:

The duties of Senior Inspectors of Lighting are to supervise a group of Inspectors of Lighting in Grade 1, or to perform independently the most difficult and responsible technical inspections.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Senior Inspector of Electricity:**

Range of annual compensation—\$1620 to \$1920 inclusive.
Salary rates—\$1620, \$1740, \$1920.

Senior Inspector of Lighting:

Range of annual compensation—\$1320 to \$1560 inclusive.
Salary rates—\$1320, \$1440, \$1560.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Senior Inspector of Electricity:

\$1620	1 year
1740	2 years

Senior Inspector of Lighting:

\$1320	1 year
1440	2 years

* These positions may also be filled by the appointment of a Junior Engineer at the higher rates in Grade 2 of the Engineer Group of the Professional Service.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications****Senior Inspector of Electricity:**

It is the intention to provide in this grade for a small number of particularly skilled and experienced Senior Inspectors of Electricity to perform the most difficult independent work. The inspectors in Grade 1 may therefore look forward to promotion to a limited number of positions in Grade 2 which are not supervisory.

GRADE 3 (I E 3)**TITLES OF POSITIONS—**

CHIEF INSPECTOR OF ELECTRICITY*

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for the largest divisions of inspection of electricity and lighting involving the supervision of electrical inspection, testing or maintenance, or the preparation, analysis and criticism of estimates and specifications and other related work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$2940 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2100	1 year
2280	1 "
2460	2 years
2700	2 "

* In the future, positions in this grade should be filled by the appointment of Assistant Electrical Engineers in Grade 3 of the Engineer Group of the Professional Service. Senior Inspectors in Grade 2, in order to advance beyond their grade, should be required to pass promotional examinations to positions as Assistant Electrical Engineer.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

Chief Inspector of Electricity:

It is impossible under the present organization of inspectional work in the Department of Water Supply, Gas and Electricity to set up a definition which will cover the work of each of the borough and division supervisors.

The salary range in this grade is predicated upon the theory that all the routine inspectional work, that is, all inspectional work excepting that which must be performed by a single central division of planning and review of specifications, should be centralized in each borough under a single Chief Inspector of Electricity. Under the present organization, there is no employe not an electrical engineer, whose services are worth more than \$2,580, excepting the head of the division of street and park lighting in all boroughs.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head of the division of electrical inspection in the boroughs of Manhattan or Brooklyn.

HEALTH INSPECTOR GROUP

SYMBOL (I H)

The term Inspector of Health Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to perform services in the inspection of conditions of sanitation and hygiene affecting the public health, and in the prevention, correction and abatement of such conditions or practices as may be dangerous to public health or in violation of the laws of the State of New York, the ordinances of the City of New York, or the regulations of the Department of Health, or to supervise or direct this work.

GRADE 1 (I H 1)

TITLES OF POSITIONS—

HEALTH INSPECTOR
HEALTH INSPECTOR (FOOD)
HEALTH INSPECTOR (SANITATION)
HEALTH INSPECTOR (MILK)
HEALTH INSPECTOR (DRUGS)

DUTIES—

Health Inspector:

The duties of Health Inspectors are to perform under supervision definite details of work in the inspection of conditions of sanitation and hygiene affecting the public health, and in the reporting, prevention, correction and abatement of such conditions or practices as may be dangerous to public health or in violation of the laws of the State of New York, the ordinances of the City of New York, or the regulations of the Department of Health.

Examples:

- Making routine inspection and investigating complaints relative to the sanitation of dwellings, stables, factories, work-shops, stores, mercantile establishments and other buildings or places.
- Making routine inspection of foods and drugs.
- Procuring samples of food for analysis.
- Investigating complaints relative to the production, manufacture, storage, handling and sale of foods and drugs.
- Making inspections of and scoring dairies, pasteurizing plants, wholesale food establishments and food manufacturing plants.
- Performing specialized work relative to the inspection and regulation of offensive trades, such as glue-making, or relative to the prevention of smoke, fly, mosquito or other nuisances.

Health Inspector (Food):

The duties of Health Inspectors (Food) are to make routine inspections of foods, wholesale and retail food establishments, food manufacturing plants and slaughter houses, to procure samples of food for analysis, to investigate complaints relative to the production, manufacture, storage, handling and sale of foods, and to report, prevent, correct and abate such conditions or practices as may be dangerous to public health or in violation of the laws of the State of New York, the ordinances of the City of New York, or the regulations of the Department of Health.

Health Inspector (Sanitation):

The duties of Health Inspectors (Sanitation) are to make routine inspections and investigate complaints relative to the sanitation of dwellings, stables, factories, work-shops, stores, mercantile establishments, lodging-houses, bath-houses and other buildings or places and to report, prevent, correct and abate such conditions or

practices as may be dangerous to public health or in violation of the laws of the State of New York, the ordinances of the City of New York, or the regulations of the Department of Health.

Health Inspector (Milk):

The duties of Health Inspectors (Milk) are to make inspections of and score dairies, pasteurizing plants and places where milk is stored, handled or sold, to investigate complaints and to report, prevent, correct and abate such conditions or practices as may be dangerous to public health or in violation of the laws of the State of New York, the ordinances of the City of New York, or the regulations of the Department of Health.

Health Inspector (Drugs):

The duties of Health Inspectors (Drugs) are to make routine inspections of drugs, to investigate complaints relative to the production, manufacture, storage, handling and sale of drugs, and to report, prevent, correct and abate such conditions or practices as may be dangerous to public health or in violation of the laws of the State of New York, the ordinances of the City of New York, or the regulations of the Department of Health.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1200	1 “
1260	1 “
1320	2 years

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications .

TITLES OF POSITIONS—

It is intended in the future to fill positions in this grade, as far as possible, only under the general title Health Inspector. The specialized titles, Health Inspector (Milk), etc., are intended to cover mainly the present incumbents who are not prepared to enter the whole field of public health inspection.

DUTIES—

For inspection of tenement houses, see the Inspector of Buildings Group of the Inspectional Service.

For departmental inspection of foods or inspection for audit by the Finance Department, see the Inspector of Repairs and Supplies Group and the Miscellaneous Inspector Group of the Inspectional Service.

For inspection of plumbing and general sanitation see Building Inspector (Plumbing and Sanitation) in Grade 1 of the Inspector of Buildings Group.

QUALIFICATIONS—

There are few persons qualified by training for the specific kind of work required of a Health Inspector. General business experience in the handling or sale of food, milk or drugs is a logical preparation for health inspection in the city service. On the other hand, it is often preferable to recruit for this work young men who have had a good general education and are alert and honest, who have had no experience in this specialized kind of work but who can easily be trained to become first class Inspectors. It is therefore recommended that the Municipal Civil Service Commission require either specialized training relating to health inspection or a High School or college education and possibly some general business experience.

GRADE 2 (I H 2)**TITLES OF POSITIONS—**

SENIOR HEALTH INSPECTOR
 SENIOR HEALTH INSPECTOR (FOOD)
 SENIOR HEALTH INSPECTOR (SANITATION)
 SENIOR HEALTH INSPECTOR (MILK)

DUTIES—**Senior Health Inspector:**

The duties of Senior Health Inspectors are to supervise the work of groups or squads of Health Inspectors in Grade 1, or to perform independently the most difficult and responsible investigations requiring specialized knowledge of hygiene, sanitation and food manufacture or production.

Senior Health Inspector (Food):

The duties of Senior Health Inspectors (Food) are to supervise the work of groups or squads of Health Inspectors (Food) in Grade 1, or to perform independently the most difficult and responsible investigations requiring specialized knowledge of food manufacture or production.

Senior Health Inspector (Sanitation):

The duties of Senior Health Inspectors (Sanitation) are to supervise the work of groups or squads of Health Inspectors (Sanitation) in Grade 1, or to perform independently the most difficult and responsible investigations requiring specialized knowledge of sanitation.

Senior Health Inspector (Milk):

The duties of Senior Health Inspectors (Milk) are to supervise the work of groups or squads of Health Inspectors (Milk) in Grade 1, or to perform independently the most difficult and responsible investigations requiring specialized knowledge of the production and handling of milk and the process of pasteurization.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$1500 to \$1920 inclusive.
 Salary rates—\$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1500	1 year
1620	2 years
1740	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (IH 3)**TITLES OF POSITIONS—**

CHIEF HEALTH INSPECTOR

DUTIES—

The duties of incumbents of these positions are to supervise the work of a division within the Bureau of Sanitary Inspection or the Bureau of Food Inspection of the Department of Health.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$2100 to \$2700 inclusive.
Salary rates—\$2100, \$2280, \$2460, \$2700.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2100	1 year
2280	1 "
2460	2 years

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (I H 4)**TITLES OF POSITIONS—**

ASSISTANT HEALTH DIRECTOR (BUREAU OF SANITARY INSPECTION)
 ASSISTANT HEALTH DIRECTOR (BUREAU OF FOOD INSPECTION)

DUTIES—

The duties of incumbents of these positions, which require a high degree of executive ability and specialized knowledge of public health work, are to act as assistant to the Director of the Bureau of Sanitary Inspection or the Director of the Bureau of Food Inspection of the Department of Health and to perform the duties of that director in his absence.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2940 to \$3420 inclusive.

Salary rates—\$2940, \$3180, \$3420.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 5 (IH 5)**TITLES OF POSITIONS—**

HEALTH DIRECTOR (BUREAU OF SANITARY INSPECTION)

HEALTH DIRECTOR (BUREAU OF FOOD INSPECTION)

DUTIES—

The duties of incumbents of these positions, which require the highest degree of executive ability and specialized knowledge of public health work, are to direct and assume complete responsibility for the work of the Bureau of Sanitary Inspection or the Bureau of Food Inspection of the Department of Health.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than two years of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation for full-time service—\$5100 to \$5940 inclusive.

Salary rates—\$5100, \$5520, \$5940.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5

**Not Submitted for Adoption as Part of the Standard Specifications
Health Director (Bureau of Sanitary Inspection):**

See also Grade 6 of the Physician Group of the Professional Service.

INSPECTOR OF LICENSES GROUP

SYMBOL (I L)

The term Inspector of Licenses Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to observe and report or to supervise the observation and reporting of facts necessary to official action in connection with the issuing and revoking of or operation under licenses granted by the Department of Licenses, to conduct trials relative to the violation of license regulations and to render judgment thereon.

GRADE 1 (I L 1)

TITLES OF POSITIONS—

INSPECTOR OF LICENSES

INSPECTOR OF LICENSED VEHICLES

DUTIES—

Inspector of Licenses:

The duties of Inspectors of Licenses are to investigate application for, operation under and revoking of all licenses issued by the Department of Licenses other than those pertaining to vehicles and to collect and report facts necessary to official action thereon, to summon persons operating without licenses or violating regulations and to appear against them at hearings or in court.

Examples:

Inspecting relative to the terms of licenses for employment agencies, moving picture theatres, vendors' stands, etc.

Investigating and reporting on complaints regarding employment agencies, moving picture theatres, vendors' stands, etc.

Inspector of Licensed Vehicles:

The duties of Inspectors of Licensed Vehicles are to investigate application for, operation under and revoking of all licenses issued by the Department of Licenses pertaining to vehicles and to collect and report facts necessary to official action thereon, to summon persons operating without licenses or violating regulations and to appear against them at hearings or in court.

Examples:

Inspecting relative to the terms of licenses for taxicabs, hacks, etc.

Investigating and reporting on complaints regarding taxicabs, hacks, etc.

QUALIFICATIONS—

1. Training or experience recognized by the Municipal Civil Service Commission as qualifying for this work.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications****QUALIFICATIONS—**

There are few persons qualified by training for the specific kind of work required of an Inspector of Licenses or an Inspector of Licensed Vehicles. General investigational or detective work is a logical preparation for license inspection in the city service. On the other hand, it is often preferable to recruit for this work young men who have had a good general education and are alert and honest, who have had no experience in this specialized kind of work, but who can easily be trained to become first class inspectors. It is therefore recommended that the Municipal Civil Service Commission require either specialized training relating to the inspection of licenses or a High School or college education and possibly some general business experience.

GRADE 2 (I L 2)**TITLES OF POSITIONS—****SENIOR INSPECTOR OF LICENSES****DUTIES—**

The duties of incumbents of these positions are to supervise the work of Inspectors in Grade 1, to make assignments and to receive and pass upon reports of violations, complaints, and the issuing or revoking of licenses, or to perform independently the most difficult and responsible inspections requiring a high order of specialized knowledge and judgment.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1500	1 year
1620	2 years
1740	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Taximeter expert engaged in timing, testing and sealing taximeters in the laboratory of the Bureau of Weights and Measures.

GRADE 3 (I L 3)**TITLES OF POSITIONS—****CHIEF INSPECTOR OF LICENSES****DUTIES—**

The duties of incumbents of these positions are to supervise the work of an important division in the Department of Licenses of which there is no deputy commissioner in immediate charge, to conduct trials relative to the violation of license regulations and to render judgments thereon.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$2700 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2100	1 year
2280	1 "
2460	2 years

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

Chief Inspector of Licenses:

At the present time there are but two incumbents of this position, namely, the Chief Inspector in charge of the Brooklyn office and the Chief Inspector in charge of the Division of Licensed Vehicles.

INSPECTOR OF METERS GROUP

SYMBOL (IT)

The term Inspector of Meters Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to read, test and report on conditions of water meters and their installation, to make surveys of buildings for water consuming installation, to be in attendance when connections are made between city and service mains and between city mains and buildings, to locate and prevent leaks and waste of water, or to supervise such work.

GRADE 1 (IT1)

TITLES OF POSITIONS—

INSPECTOR OF METERS

DUTIES—

The duties of incumbents of these positions are to read, test and report on conditions of water meters and their installation, to make surveys of buildings for water consuming installation, to be in attendance when connections are made between city and service mains and between city mains and buildings and to locate and prevent leaks and waste of water.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1020 to \$1200 inclusive.

Salary rates—\$1020, \$1080, \$1140, \$1200.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28

\$1020	1 year
1080	2 years
1140	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (I T 2)**TITLES OF POSITIONS—****SENIOR INSPECTOR OF METERS****DUTIES—**

The duties of incumbents of these positions are to supervise a group of Inspectors of Meters in Grade 1 and to perform independently the most difficult and responsible inspections.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1320 to \$1560 inclusive.

Salary rates—\$1320, \$1440, \$1560.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1320	1 year
1440	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (I T 3)**TITLES OF POSITIONS—****CHIEF INSPECTOR OF METERS****DUTIES—**

The duties of incumbents of these positions, which involve supervision of employes in Grades 1 and 2 and of other employes, are to supervise and be responsible for the work of the largest divisions of meter inspection.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1680 to \$2340 inclusive.

Salary rates—\$1680, \$1800, \$1980, \$2160, \$2340.

SPECIAL REGULATIONS GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1680	1 year
1800	1 "
1980	2 years
2160	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

Chief Inspector of Meters:

At the present time there are but two examples of inspectional work of this character, namely the supervision of meter inspection in the Boroughs of Manhattan and Brooklyn.

INSPECTOR OF PUBLIC WORKS GROUP

SYMBOL (I W)

The term Inspector of Public Works Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to inspect and to report on construction or maintenance work other than that connected with buildings, to report on traffic and street conditions and the occupancy and use of city property for construction and other purposes, to report on water pressure and water waste or to supervise such work.

GRADE 1 (I W 1)

TITLES OF POSITIONS—

INSPECTOR OF PUBLIC WORKS*
 INSPECTOR OF PUBLIC WORKS (HIGHWAYS)
 INSPECTOR OF PUBLIC WORKS (SEWERS)
 INSPECTOR OF PUBLIC WORKS (WATER MAINS)
 INSPECTOR OF PUBLIC WORKS (DREDGING)

DUTIES—

Inspector of Public Works:

The duties of Inspectors of Public Works, which require a general knowledge of the duties of all the specialized inspectorships above mentioned, are to perform under assignment general inspectional and utility work covering the whole field of public works excepting meters and water consumption.

Inspector of Public Works (Highways):

The duties of Inspectors of Public Works (Highways) are to be in attendance on construction or maintenance work on highways in order to insure its performance in accordance with contract specifications or orders, to examine materials delivered on site of work, to report on pedestrian and vehicular traffic, to patrol the streets and sidewalks for the purpose of ascertaining their condition and to exercise control over street openings, proper restoration of pavements and the occupancy and use of city property for construction and other purposes, including encumbrances and sidewalk vaults.

Inspector of Public Works (Sewers):

The duties of Inspectors of Public Works (Sewers) are to be in attendance on construction or maintenance work on sewers and appurtenances, in order to insure its performance in accordance with contract specifications or orders, to examine materials delivered on site of work, to report on pedestrian and vehicular traffic, to exercise control over street openings, location and construction of subsurface structures, proper restoration of pavements and the occupancy and use of city property for construction and other purposes.

Inspector of Public Works (Water Mains):

The duties of Inspectors of Public Works (Water Mains) are to be in attendance on construction or maintenance work on water mains in order to insure its performance in accordance with contract specifications or orders, or examine materials delivered on site of work, to exercise control over street openings, location and construction of subsurface structures, proper restoration of pavements and the occupancy and use of city property for construction and other purposes.

*The work outlined in this grade need not necessarily be performed by Inspectors of Public Works. It may also be performed by Engineering Assistants acting as apprentices and by Junior Engineers in Grades 1 and 2 of the Engineer Group of the Professional Service.

Inspectors of Public Works who have served one year in this grade are eligible for promotion to the Plan Examiner in Grade 2 of the Draftsman Group of the Sub-professional Service.

Inspector of Public Works (Dredging):

The duties of Inspectors of Public Works (Dredging) are to be in attendance on dredging or waterfront work in order to insure its performance in accordance with contract specifications or orders, to direct the location of dredges, to take soundings, to keep notes of the progress of the work, to measure materials in and to report to the Supervisor of the Harbor the departure of scows and to inspect such waterfront work as may be assigned.

QUALIFICATIONS—

1. Training, either educational or practical, in specialized or general public works or other related work recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—*

Assigned on construction work:

Range of annual compensation—\$1140 to \$1500 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380, \$1440, \$1500.

Assigned on routine or patrol work:

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

Rate per diem—\$4.50.

Rate per month—\$100.

1. Where work is temporary and will probably not last continuously for a period measurable by months, the daily rate shall be paid.

2. Where work is temporary and will probably not last continuously throughout the year, but is measurable by months, the monthly rate shall be paid.

3. Where work will probably last continuously throughout the year, the annual rate shall be paid.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years
1380	2 "
1440	2 "

* Appropriate deductions from salary will be made in the case of Inspectors receiving part or full maintenance.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The proposed title of Inspector of Public Works (Highways) includes the present titles of Inspectors of Encumbrances, Complaints, Regulating Grading and Paving, Street Opening, Vaults, etc.

The proposed title of Inspector of Public Works (Sewers) includes the present titles of Inspectors of Sewers, Sewers and Basins, Sewer Construction, Sewer Connections, etc.

The proposed title of Inspector of Public Works (Water Mains) includes the present titles of Inspectors of Pipe Laying, Pipe Laying Pipes and Hydrants, etc.

It is recommended that the Municipal Civil Service Commission hold a single examination for all positions in this grade as Inspector of Public Works. Candidates should be required to state in their experience papers the particular position or positions for which they wish to qualify. The experience ratings may be given in accordance with these statements. The mental examination should include a number of questions common to all positions, followed by groups of specialized questions on highways, sewers and masonry, water mains, etc. In order to qualify under one or more of the four specialized titles, candidates should be required to pass an examination on the appropriate group of specialized questions. In order to qualify under the general title of Inspector of Public Works, candidates should be required to select a stated number of questions from each one of the specialized groups. Such an examination would result in the certification of a number of eligible lists under specialized titles where these are required.

GRADE 2 (I W 2)**TITLES OF POSITIONS—**

SENIOR INSPECTOR OF PUBLIC WORKS*
 SENIOR INSPECTOR OF PUBLIC WORKS (HIGHWAYS)*
 SENIOR INSPECTOR OF PUBLIC WORKS (SEWERS)*
 SENIOR INSPECTOR OF PUBLIC WORKS (WATER MAINS)*
 SENIOR INSPECTOR OF PUBLIC WORKS (SHOP AND FOUNDRY)*

DUTIES—

Senior Inspector of Public Works, Senior Inspector of Public Works (Highways), Senior Inspector of Public Works (Sewers), Senior Inspector of Public Works (Water Mains):

The duties of incumbents of these positions, which are performed under the immediate direction of the engineer or higher official in charge, are to supervise a group of Inspectors in Grade 1, or to perform independently the most difficult and responsible technical inspections requiring a high order of specialized knowledge, initiative and judgment.

Senior Inspector of Public Works (Shop and Foundry):

The duties of Senior Inspectors of Public Works (Shop and Foundry), which may or may not be supervisory, are to be in attendance at the shop or foundry to determine that methods of fabrication, materials used and products are in accordance with specifications, to supervise tests of materials, to take samples or test bars for examination or analysis, to pass on machine work and to test finished products.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—†

Range of annual compensation—\$1620 to \$1920 inclusive.

Salary rates—\$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1620	1 year
1740	2 years

* These positions may also be filled by the appointment of Engineering Assistants and Junior Engineers in Grades 1 and 2 of the Engineer Group of the Professional Service.

† Appropriate deductions from salary will be made in the case of Senior Inspectors receiving part or full maintenance.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 3 (I W 3)**TITLES OF POSITIONS—**

SUPERINTENDENT OF PUBLIC WORKS

SUPERINTENDENT OF PUBLIC WORKS (ASPHALT PLANT)*

DUTIES—**Superintendent of Public Works:**

The duties of Superintendents of Public Works are to supervise and be responsible for the maintenance of sewers or highways, or both, in an entire borough.

Superintendent of Public Works (Asphalt Plant):

The duties of the Superintendent of Public Works (Asphalt Plant) are to supervise and be responsible for the maintenance and operation of a large municipal asphalt plant.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$3180 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940, \$3180.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2100	1 year
2280	1 "
2460	2 years
2700	2 "
2940	2 "

* This position may also be filled by the appointment of an Assistant Engineer in Grade 3 of the Engineer Group of the Professional Service.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

Superintendent of Public Works:

There are highly paid engineers in the Department of Public Works in all boroughs who are responsible for construction, operation and maintenance work. It is very doubtful whether a position of Superintendent of Public Works is required at all in any borough. There is no such position at the present time in the Borough of Manhattan. Certainly no position other than one involving supervision of maintenance is required and no salary higher than \$3,180 is justified. It is recommended that in future this work be in charge of an Assistant Engineer in Grade 3 of the Engineer Group of the Professional Service.

INSPECTOR OF REPAIRS AND SUPPLIES GROUP

SYMBOL (I R)

The term Inspector of Repairs and Supplies Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to inspect and report on repairs and minor construction work or supplies, or to supervise work of either or both kinds.

GRADE 1 (I R 1)

TITLES OF POSITIONS—

INSPECTOR OF REPAIRS
INSPECTOR OF SUPPLIES
INSPECTOR OF SUPPLIES' (EGG CANDLER)

DUTIES—

Inspector of Repairs:

The duties of Inspectors of Repairs are to be in attendance on repairs and minor construction work for the purpose of enforcing contract and open market order specifications and reporting the quantity and quality of materials and apparatus used and the number and time of men working, and to ascertain qualities and processes of manufacture, prices, trade customs and conditions.

Inspector of Supplies:

The duties of Inspectors of Supplies are to inspect supplies for the purpose of enforcing contract and open market order specifications and reporting the quantity and quality of supplies, and to ascertain qualities and processes of manufacture, prices, trade customs and conditions.

Inspector of Supplies (Egg Candler):

The duties of Inspectors of Supplies (Egg Candler) are to candle eggs in order to ascertain their freshness and fitness for use.

QUALIFICATIONS—

Inspector of Repairs:

1. Experience as journeyman in an appropriate skilled trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Inspector of Supplies:

1. Experience in the purchasing, storing, inspecting or other handling of supplies of the kind described in the title of the position.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

In the case of Inspectors of Repairs or Supplies who specialize in some particular kind of repairs or supplies, the specialized title will be added in brackets, as Inspector of Repairs (Carpentry).

GRADE 2 (IR2)**TITLES OF POSITIONS—**

SENIOR INSPECTOR OF REPAIRS
 SENIOR INSPECTOR OF SUPPLIES
 SENIOR INSPECTOR OF REPAIRS AND SUPPLIES

DUTIES—

The duties of incumbents of these positions are to supervise groups of Inspectors of Repairs or Supplies in Grade 1, or both, or to supervise and be responsible for a small division or bureau of repairs or supplies, or both, where the preponderance of duties is of an inspectional nature, or to perform independently the most difficult and responsible technical inspections.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1500 to \$1920 inclusive.
 Salary rates—\$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1500	1 year
1620	2 years
1740	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

Senior Inspector of Repairs and Supplies:

At the present time, the functions of Purchasing Agents, Storekeepers and Inspectors of Supplies are not clearly differentiated. The majority of Purchasing Agents also perform storekeeping and inspectional duties. Similarly, there are Storekeepers who perform incidentally duties as Purchasing Agents or Inspectors and there are heads of divisions of repairs and supplies who receive requisitions for supplies and inspect buildings to see whether repairs are necessary, order the supplies and supervise the making of repairs, and in some cases, inspect to see whether supplies and repairs comply with specifications. It is impossible to set up titles which will cover the mixture of functions at present performed by individual employees. For the time being, such employees must be graded according to the preponderance of duties, *i. e.*, the employe whose larger or more important functions are those of a Purchasing Agent should be rated as a Purchasing Agent, the employe whose principal functions and qualifications are those of a Senior Inspector or Chief Inspector should be rated as such, the employe whose principal functions are those of Storekeeper should be rated as a Storekeeper.

See also Inspector of Public Works (Shop and Foundry).

GRADE 3 (I R 3)**TITLES OF POSITIONS—**

CHIEF INSPECTOR OF REPAIRS
 CHIEF INSPECTOR OF SUPPLIES
 CHIEF INSPECTOR OF REPAIRS AND SUPPLIES

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for the entire administration of a large bureau of repairs or supplies, or both, where the preponderance of duties is of an inspectional nature.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$3660 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940, \$3180, \$3420, \$3660.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2100	1 year
2280	1 "
2460	2 years
2700	2 "
2940	2 "
3180	2 "
3420	2 "

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head of the division of inspection of the Bureau of Audit in the Finance Department.

See note on **Grade 2**.

INSPECTOR OF WEIGHTS AND MEASURES GROUP

SYMBOL (I M)

The term Inspector of Weights and Measures Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to exercise regulative and restraining control over all weighing and measuring instruments used for buying and selling in the City of New York.

GRADE 1 (I M 1)

TITLES OF POSITIONS—

INSPECTOR OF WEIGHTS AND MEASURES

DUTIES—

The duties of incumbents of these positions are to inspect, seal, or condemn and destroy scales, weights, measures and packages, to examine scales, weights and measures in mechanical stations, and to approve and serialize the types of instruments which may be sold in the City of New York.

QUALIFICATIONS—

1. Training or experience recognized by the Municipal Civil Service Commission as qualifying for this work.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

QUALIFICATIONS—

There are few persons qualified by training for the specific kind of work required of an Inspector of Weights and Measures. Mechanical work in the service of manufacturers of scales would be a logical preparation for weights and measures inspection in the city service. On the other hand, it is often preferable to recruit for this work young men who have a good general education and who are alert and honest, who have had no experience in this specialized kind of work, but who can easily be trained to become first class inspectors. It is therefore recommended that the Municipal Civil Service Commission require either specialized training relating to the inspection of weights and measures, or a High School or college education and possibly some general business experience.

GRADE 2 (IM 2)**TITLES OF POSITIONS—**

SENIOR INSPECTOR OF WEIGHTS AND MEASURES†

SENIOR INSPECTOR OF WEIGHTS AND MEASURES (MECHANICAL)*†

DUTIES—**Senior Inspector of Weights and Measures:**

The duties of the Senior Inspector of Weights and Measures are to exercise immediate supervision under the Chief of the Bureau over all field inspections of weights and measures.

Senior Inspector of Weights and Measures (Mechanical):

The duties of the Senior Inspector of Weights and Measures (Mechanical), which require specialized scientific knowledge of weighing and measuring instruments, are to take charge of all mechanical stations involving the serialization and testing of scales, weights and measures.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Senior Inspector of Weights and Measures:**

Range of annual compensation—\$1500 to \$1920 inclusive.

Salary rates—\$1500, \$1620, \$1740, \$1920.

Senior Inspector of Weights and Measures (Mechanical):

Range of annual compensation—\$1800 to \$2340 inclusive.

Salary rates—\$1800, \$1980, \$2160, \$2340.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Senior Inspector of Weights and Measures:

\$1500	1 year
1620	2 years
1740	2 "

Senior Inspector of Weights and Measures (Mechanical):

\$1800	1 year
1980	2 years
2160	2 "

* Should this position become vacant, it would be advisable to fill it under the title of Physicist in Grade 2 with the qualifications set forth in the Chemist and Physicist Group of the Professional Service. The present title should then be abolished.

† This title with the accompanying range of salary is to be employed only in the case of supervisory positions.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

MISCELLANEOUS INSPECTOR GROUP

SYMBOL (IZ)

The term Miscellaneous Inspector Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to perform routine or specialized inspectional work of an exceptional nature not included in the other groups of the Inspectional Service.

GRADE 1 (I Z 1)

TITLES OF POSITIONS—

INSPECTOR OF BOILERS
WATERSHED INSPECTOR

DUTIES—

Inspector of Boilers:

The duties of Inspectors of Boilers are to inspect and report on the strength and safety of stationary or marine boilers.

Watershed Inspector:

The duties of Watershed Inspectors are to patrol assigned districts of the watershed for the purpose of conserving the purity of water impounded for the City of New York, and to observe, remove, disinfect or report any form of nuisance or source of pollution.

QUALIFICATIONS—

Inspector of Boilers:

1. Experience as journeyman in a boiler shop or as stationary or marine engineer or other experience recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Watershed Inspector:

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Inspector of Boilers:

Range of annual compensation—\$1140 to \$1380 inclusive.
Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

Watershed Inspector:

Range of annual compensation—\$900 to \$1020 inclusive.
Salary rates—\$900, \$960, \$1020.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Inspector of Boilers:

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years

Watershed Inspector:

\$900	1 year
960	2 years

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

CUSTODIAL SERVICE**SYMBOL (K)**

The term Custodial Service is applied to those offices or employments the duties of whose incumbents are to have custody of city property, to assist and keep order among persons visiting or making use of such property and to perform incidental operating, technical, or clerical work.

ANIMAL KEEPER GROUP

SYMBOL (K A)

The term Animal Keeper Group is applied to those offices or employments of the Custodial Service in which incumbents are required to feed, care for, guard, exhibit and breed mammals, birds, reptiles and fishes on exhibition in menageries, zoological parks and aquaria.

GRADE 1 (K A 1)

TITLES OF POSITIONS—

ANIMAL KEEPER
AQUARIUM ATTENDANT

DUTIES—

The duties of incumbents of these positions are to feed, care for, guard and exhibit mammals, birds, reptiles or fishes, and to clean living quarters and equipment used.

Examples:

- Preparing and doling out animal feed.
- Keeping living quarters of animals secure and sanitary.
- Safeguarding the public.
- Grooming, washing and oiling animals.

QUALIFICATIONS—

1. Experience in animal keeping.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1080 inclusive.
Salary rates—\$900, \$960, \$1020, \$1080.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$900	1 year
960	1 "
1020	2 years

NOTES ON ANIMAL KEEPER GROUP**Not Submitted for Adoption as Part of the Standard Specifications**

The salaries paid persons employed in the New York Zoological Park and the New York Aquarium are under the control of the New York Zoological Society and are paid from lump sums appropriated by the Board of Estimate and Apportionment. It is suggested that the salaries recommended in this group be taken into consideration in fixing salaries for the corresponding lower positions under the control of the New York Zoological Society. No provision is made in this group for the positions of Curator and Assistant Curator of the Zoological Park and the position of Director of the Aquarium.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (K A 2)**TITLES OF POSITIONS—**

HEAD ANIMAL KEEPER
HEAD AQUARIUM ATTENDANT

DUTIES—

The duties of incumbents of these positions, which involve supervision of employes in Grade 1, are to exercise special skill in and to be responsible for the care, feeding, breeding and exhibition of a group or groups of animals.

Examples:

Taking charge of primates, reptiles, birds or deer.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1140	1 year
1200	1 "
1260	1 "
1320	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (K A 3)**TITLES OF POSITIONS—**

MENAGERIE SUPERINTENDENT
AQUARIST

DUTIES—

The duties of incumbents of these positions, which involve supervision of employes in Grades 1 and 2, are to exercise the highest degree of skill in and to be completely responsible for the maintenance of a large number of mammals, birds, reptiles or fishes of various classes, including their feeding, breeding, observation, treatment, caging and exhibition, and their exchange, sale and purchase in accordance with prescribed regulations.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1800 to \$2580 inclusive.
Salary rates—\$1800, \$1980, \$2160, \$2340, \$2580.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of the Menagerie in Central Park, Department of Parks, Manhattan.

BRIDGETENDER GROUP**SYMBOL (K B)**

The term Bridgetender Group is applied to those offices or employments of the Custodial Service in which incumbents are required to guard, maintain, clean, and assist in the operation of bridges owned or controlled by the city.

GRADE 1 (K B 1)**TITLES OF POSITIONS—****BRIDGETENDER****DUTIES—**

The duties of incumbents of these positions, which are performed under the direction of a Head Bridgetender or Engineman, are to regulate the traffic over and to clean and patrol the draw span of a bridge, and to assist in its operation.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$816 to \$960 inclusive.

Salary rates—\$816, \$852, \$888, \$924, \$960.

Compensation per diem—\$2.60.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (K B 2)**TITLES OF POSITIONS—****HEAD BRIDGETENDER****DUTIES—**

The duties of incumbents of these positions, which involve supervision of the work of all other employes on the bridge, including all shifts, are to take charge of and operate a small bridge not requiring the services of an Engineman.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1020 to \$1200 inclusive.

Salary rates—\$1020, \$1080, \$1140, \$1200.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1020	1 year
1080	1 "
1140	2 years

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head Bridgetender in charge of a small bridge over the Wallabout Canal.

CARETAKER GROUP

SYMBOL (K C)

The term Caretaker Group is applied to those offices or employments of the Custodial Service in which incumbents are required to be responsible for the maintenance, heating, cleaning, general care and protection of buildings or other structures owned or controlled by the city; to assist, keep order among and give information to persons passing through or visiting public places or buildings; or to take charge of an institutional or city morgue.

GRADE 1 (K C 1)

TITLES OF POSITIONS—

CARETAKER
MORGUE KEEPER
ASSISTANT CUSTODIAN

DUTIES—

Caretaker:

The duties of Caretakers are to maintain, clean, and, where required, heat buildings owned or controlled by the city having a floor area not exceeding 6,000 square feet, and to make minor repairs to heating, electrical equipment and plumbing, or to maintain, heat, clean, and make minor repairs in or about baths, cottages, comfort stations, ferry houses, piers and other similar structures owned or controlled by the city, and to assist and keep order among persons visiting these places.

Morgue Keeper:

The duties of Morgue Keepers are to receive, care for and deliver bodies in a large institutional morgue, to keep necessary records, to be responsible for the cleanliness of the building and to perform incidentally such other institutional work of the same general grade and character as may be assigned by the head of the institution.

Assistant Custodian:

The duties of Assistant Custodians are to care for, exhibit and give information regarding pictures, furniture and other articles of historic or other special interest contained in public buildings.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Men:

Range of annual compensation—\$780 to \$960 inclusive.
Salary rates—\$780, \$816, \$852, \$888, \$924, \$960.
Compensation per diem—\$2.50.

Women:

Range of annual compensation—\$660 to \$840 inclusive.
Salary rates—\$660, \$696, \$732, \$768, \$804, \$840.
Compensation per diem—\$2.20.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Custodian in the Governor's Room in City Hall.

TITLES OF POSITIONS—

The existing title Attendant does not appear in the standard specifications. As at present applied to Attendants on bridges and at baths and comfort stations, it is replaced in the standard specifications by the title Caretaker. See also Guard in Grade 2 of the Miscellaneous Custodian Group and Messenger in Grade 1 in the Messenger Group of the Clerical Service.

GRADE 2 (K C 2)**TITLES OF POSITIONS—**

HEAD CARETAKER
 HEAD MORGUE KEEPER
 CUSTODIAN

DUTIES—**Head Caretaker:**

The duties of Head Caretakers are to direct and assist the force engaged in the heating, cleaning, maintenance and operation of public baths or of buildings owned or controlled by the city having a floor area of over 6,000 square feet and not exceeding 50,000 square feet, and to make minor repairs to heating, electrical equipment and plumbing where no engineman is employed.

Head Morgue Keeper:

The duties of Head Morgue Keepers are to be responsible for the maintenance and operation of large central city or borough morgues, including the receipt, care and proper disposition of bodies, the keeping of necessary records and the cleaning of the morgue.

Custodian:

The duties of Custodians are to be responsible for the care of public buildings of historic or other special interest and for the pictures, furniture and other articles contained therein and to exhibit these articles to persons visiting the building.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1020 to \$1200 inclusive.

Salary rates—\$1020, \$1080, \$1140, \$1200.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1020	1 year
1080	1 "
1140	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Curator of the Jumel Mansion.

GRADE 3 (K C 3)**TITLES OF POSITIONS—**

JANITOR
SUPERVISOR OF CARETAKERS

DUTIES—**Janitor:**

The duties of Janitors are to direct the force engaged in the heating, cleaning, and maintenance of buildings owned or controlled by the city, having a floor area of over 50,000 square feet and not exceeding 250,000 square feet, or to direct the cleaning force in buildings having a floor area exceeding 250,000 square feet.

Supervisor of Caretakers:

The duties of Supervisors of Caretakers are to supervise the work of employes in Grades 1 and 2 and of Janitors in Grade 3, to be responsible to the Superintendent or Assistant Superintendent of Public Buildings and Offices for the operation, maintenance and cleaning of public buildings, including comfort stations, baths and markets, to investigate and report on methods of work, to enforce rules and regulations, and to perform such other investigational, inspectional or clerical work as may be required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Janitor:**

Range of annual compensation—\$1320 to \$1560 inclusive.
Salary rates—\$1320, \$1440, \$1560.

Supervisor of Caretakers:

Range of annual compensation—\$1200 to \$1800 inclusive.
Salary rates—\$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Janitor:

\$1320	1 year
1440	2 years

Supervisor of Caretakers:

\$1200	1 year
1320	1 "
1440	1 "
1560	2 years
1680	2 "

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications****DUTIES—****Janitor:**

For the present position of Janitor (Engineer) in buildings with a high pressure plant, see the Engineman Group of the Skilled Trades Service. Janitors in the Caretaker Group may be required to take charge of low pressure plants only. In the case of high pressure plants the janitorial work performed by stationary enginemen must be purely incidental if proper attention is to be given to the mechanical plant.

Supervisor of Caretakers:

The present title of this position is Inspector.

While the duties of this position are partly inspectional, it is thought desirable, because of the supervisory functions involved, to include the position here rather than in the Inspectional Service.

GRADE 4 (K C 4)**TITLES OF POSITIONS—**

ASSISTANT SUPERINTENDENT OF PUBLIC BUILDINGS AND OFFICES

DUTIES—

The duties of incumbents of these positions are to assist the Superintendent of Public Buildings and Offices in the administration of the largest bureaus of public buildings and offices, and to be immediately responsible for all investigational and inspectional work and for the supervision of the employes in the bureau.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience as Supervisor of Caretakers in Grade 3, or if appointed as the result of an open competitive examination, experience in other administrative work recognized by the Municipal Civil Service Commission as qualifying.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1980 to \$3300 inclusive.

Salary rates—\$1980, \$2160, \$2340, \$2580, \$2820, \$3060, \$3300.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Supervising Inspector of Public Buildings and Offices in the Borough of Manhattan.

GRADE 5 (K C 5)**TITLES OF POSITIONS—**

SUPERINTENDENT OF PUBLIC BUILDINGS AND OFFICES

DUTIES—

The duties of incumbents of these positions are to be responsible for the operation, care and maintenance, construction and reconstruction of all public buildings in a borough, including baths, comfort stations and markets, involving the supervision of employes and the purchase of necessary supplies, material and equipment.

QUALIFICATIONS—

1. Administrative experience in civil engineering or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by Municipal Civil Service Commission.

COMPENSATION—*

Range of annual compensation—\$3000 to \$5100 inclusive.

Salary rates—\$3000, \$3240, \$3480, \$3780, \$4080, \$4380, \$4680, \$5100.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* Persons promoted from Grade 4 of this group shall receive the salary rate nearest to that received before promotion and involving no decrease.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of Public Buildings and Offices in the boroughs of Manhattan, Brooklyn, The Bronx, Queens and Richmond.

COURT AND LEGISLATIVE ATTENDANT GROUP

SYMBOL (K K)

The term Court and Legislative Attendant Group is applied to those offices or employments of the Custodial Service in which incumbents are required to maintain order in court rooms or legislative chambers, to keep in custody persons awaiting trial, and to assist justices and clerks of the court or members of the legislative body in routine clerical work and procedure.

GRADE 1 (K K 1)

TITLES OF POSITIONS—

COURT ATTENDANT*

ASSISTANT SERGEANT-AT-ARMS*

DUTIES—

The duties of incumbents of these positions are to maintain order in court rooms or legislative chambers, to keep in custody persons awaiting trial, and to assist justices and clerks of the court or members of the legislative body in routine clerical work and procedure.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Court Attendant:

Range of annual compensation—\$1080 to \$1380 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260, \$1320, \$1380.

Assistant Sergeant-at-Arms:

Range of annual compensation—\$1020 to \$1200 inclusive.

Salary rates—\$1020, \$1080, \$1140, \$1200.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Court Attendant:

\$1080	1 year
1140	1 "
1200	1 "
1260	2 years
1320	2 "

Assistant Sergeant-at-Arms:

\$1020	1 year
1080	1 "
1140	2 years

* These positions may also be filled by superannuated employees, such as Laborers, Assistant Foremen, Caretakers, Clerks and Inspectors, if their work has fitted them for these positions, and if they are capable of rendering the necessary service.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

Assistant Sergeant-at-Arms:

This position is not at present classified by the Municipal Civil Service Commission.

GRADE 2 (K K 2)**TITLES OF POSITIONS—****SERGEANT-AT-ARMS****DUTIES—**

The duties of the incumbent of this position are to supervise the Assistant Sergeants-at-Arms, to be responsible to the presiding officer for the maintenance of order in the legislative chambers, and to render such other services as may be required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1320 to \$1440 inclusive.

Salary rates—\$1320, \$1440.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1320 2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

Sergeant-at-Arms:

This position is not at present classified by the Municipal Civil Service Commission.

DOCKMASTER GROUP

SYMBOL (K D)

The term Dockmaster Group is applied to those offices or employments of the Custodial Service in which incumbents are required to take charge of the open piers and bulkheads in a prescribed water front district, to supervise the berthing of vessels, to collect the statutory wharfage fees, and to exercise judgment in the use, care and maintenance of docks, piers and adjacent thoroughfares, or to supervise this work.

GRADE 1 (K D 1)

TITLES OF POSITIONS—

DOCKMASTER

DUTIES—

The duties of incumbents of these positions are to collect the statutory wharfage fees, to patrol daily and to be responsible for the care and preservation of all docks, piers, bulkheads and adjacent thoroughfares in a prescribed waterfront district, to assign berths to vessels, and to enforce the laws, rules and regulations of the Department of Docks and Ferries.

QUALIFICATIONS—

1. Experience in a supervisory capacity in work involving a knowledge of shipping.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1800 to \$2160 inclusive.
Salary rates—\$1800, \$1980, \$2160.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1800	2 years
1980	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (K D 2)**TITLES OF POSITIONS—**

CHIEF DOCKMASTER

DUTIES—

The duties of the incumbent of this position are to supervise and be responsible for the work of employes in Grade 1 and other employes, and for the care of all docks, piers, bulkheads and adjacent thoroughfares, and to assist the Commissioner of Docks and Ferries in the issuing of permits.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience recognized by the Municipal Civil Service Commission as qualifying.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2700 to \$3420 inclusive.

Salary rates—\$2700, \$2940, \$3180, \$3420.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

ELEVATOR OPERATOR GROUP

SYMBOL (KE)

The term Elevator Operator Group is applied to those offices or employments of the Custodial Service in which incumbents are required to operate or to supervise the operation of passenger or freight elevators in public buildings.

GRADE 1 (KE 1)

TITLES OF POSITIONS—

ELEVATOR OPERATOR

DUTIES—

The duties of incumbents of these positions are to operate passenger or freight elevators.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$780 to \$960 inclusive.

Salary rates—\$780, \$816, \$852, \$888, \$924, \$960.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (K E 2)**TITLES OF POSITIONS—****ELEVATOR STARTER****DUTIES—**

The duties of incumbents of these positions, which require a knowledge of the traffic conditions of buildings and alertness, decision and executive ability, are to supervise wholly or in part the operation of passenger elevators and to direct visitors to various bureaus or offices.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. It appointed by promotion, not less than one year of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1020 to \$1080 inclusive.

Salary rates—\$1020, \$1080.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications****COMPENSATION—**

It may be desirable to raise the maximum rate in this grade in the case of Starters in the Municipal Building when the present system of running the elevators entirely from the tower of the Municipal Building is changed and the Starters control the elevators from the ground floor with the assistance of a dial on each elevator, with or without advice from the despatchers on the top floor.

GRADE 3 (K E 3)**TITLES OF POSITIONS—**

ELEVATOR DESPATCHER

DUTIES—

The duties of incumbents of these positions, which require the highest degree of alertness, decision and accuracy, are to supervise, either wholly or in part, the operation of a system of passenger elevators by mechanical and electrical indicator equipment.

QUALIFICATIONS—

1. If appointed by promotion, not less than one year of experience in Grade 1 of the Telephone Operator Group of the Clerical Service, or if appointed as the result of an open competitive examination, experience recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1140 to 1200 inclusive.

Salary rates—\$1140, \$1200.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications****Elevator Despatcher:**

This position may ultimately be abolished when the present system of running elevators from the tower of the Municipal Building is changed.

STOREKEEPER GROUP

SYMBOL (K S)

The term Storekeeper Group is applied to those offices or employments of the Custodial Service in which incumbents are required to maintain stock within prescribed limits, to receive, inspect, store, issue on approved requisitions, classify and account for, according to prescribed methods and procedure, supplies, materials and equipment.

GRADE 1 (K S 1)**TITLES OF POSITIONS—**

STORES FOREMAN

DUTIES—

The duties of incumbents of these positions are to make requisitions necessary to maintain stock within prescribed limits, to receive, inspect, store, issue on approved requisitions, classify and account for, according to prescribed methods and procedure, supplies, materials and equipment in isolated supply depots, yards or rooms under the supervision of a Storekeeper or Senior Storekeeper, or to act as assistant to a Storekeeper or Senior Storekeeper in a main or central storehouse, sub-storehouse or yard.

QUALIFICATIONS—

1. Experience in storekeeping or in the handling of supplies, materials and equipment.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$900 to \$1200 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Stores Foreman in the ward yards of the Borough of Queens.

Yard Storekeepers in the Department of Water Supply, Gas and Electricity.

See also the position of Assistant Steward in Grade 2 of the Institutional Supervisor Group of the Institutional Service.

GRADE 2 (K S 2)**TITLES OF POSITIONS—****STOREKEEPER****DUTIES—**

The duties of incumbents of these positions, which may or may not be supervisory in character, are to make requisitions necessary to maintain stock within prescribed limits, to receive, inspect, store, issue on approved requisitions, classify and account for, according to prescribed methods and procedure, supplies, materials and equipment in a large storehouse, sub-storehouse or yard, or for a group of small storehouses, sub-storehouses or yards.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1320 to \$1800 inclusive.

Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Storekeeper in the Department of Parks, Manhattan and Richmond.

Storekeeper for the Borough of Manhattan.

Storekeeper for the Borough of Queens.

See also the position of Steward in Grade 3 of the Institutional Supervisor Group of the Institutional Service.

GRADE 3 (K S 3)**TITLES OF POSITIONS—****SENIOR STOREKEEPER****DUTIES—**

The duties of incumbents of these positions are to make requisitions necessary to maintain stock within prescribed limits, to receive, inspect, store, issue on approved requisitions, classify and account for, according to prescribed methods and procedure, the supplies, materials and equipment of an entire department handling a large quantity and variety of stores or of a large interdepartmental storehouse or of a major division of a general stores department.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1980 to \$2580 inclusive.

Salary rates—\$1980, \$2160, \$2340, \$2580.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Storekeeper of the Blackwell's Island Storehouse for the Department of Public Charities.

GRADE 4 (K S 4)**TITLES OF POSITIONS—**

DIRECTOR OF STORES

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

The establishment of a general stores department for the City of New York will result in a considerable modification of the duties of Storekeepers in the several departments. Presumably some of the present departmental storekeepers will become assistants to the Director of Stores. Some changes in the rates in Grade 2 may be required, but these cannot be anticipated at the present time. No attempt is made at the present time to fix a range of salary for the Director of Stores.

WATCHMAN GROUP

SYMBOL (K W)

The term Watchman Group is applied to those offices or employments of the Custodial Service in which incumbents are required to exercise care in the protection of property owned or controlled by or in the custody of the city from theft, fire or other injury or danger.

GRADE 1 (K W 1)

TITLES OF POSITIONS—

WATCHMAN*

DUTIES—

The duties of incumbents of these positions, which may include cleaning or other light laboring work when so directed, are to exercise care in the protection of property owned or controlled by or in the custody of the city from theft, fire or other injury or danger.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

*It is recommended that persons be appointed to perform the duties of this position under the title Watchman only when the work is regular and cannot be satisfactorily performed by the temporary assignment of laborers or cleaners or by the appointment of laborer-watchmen. See the Miscellaneous Laborer Group of the Unskilled and Miscellaneous Supervisory Service.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

MISCELLANEOUS CUSTODIAN GROUP

SYMBOL (K Z)

The term Miscellaneous Custodian Group is applied to those offices or employments of the Custodial Service in which incumbents are required to perform routine or specialized custodial work of an exceptional nature not included in the other groups of the Custodial Service.

GRADE 1 (K Z 1)

TITLES OF POSITIONS—

TICKET CHOPPER

DUTIES—

Ticket Chopper:

The duties of Ticket Choppers are to receive and chop tickets at entrances to municipal ferries or other means of transportation and to prevent persons not holding tickets from gaining access to such places.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Ticket Chopper:

Range of annual compensation—\$744 to \$864 inclusive.

Salary rates—\$744, \$768, \$792, \$816, \$840, \$864.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (K Z 2)**TITLES OF POSITIONS—**

MONITOR
GUARD

DUTIES—**Monitor:**

The duties of Monitors are to be in attendance at civil service examinations, to distribute papers and other material, to guard against dishonest practices and to perform such incidental clerical work as may be required.

Guard:

The duties of Guards are to attend and accompany bank messengers, deputy city paymasters and other persons entrusted with the custody and disbursement of large sums of money in order to assist them in the safeguarding of these funds and to protect them in the discharge of their duty.

QUALIFICATIONS—**Monitor, Guard:**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Monitor:**

\$4 per diem.

Guard:

Range of annual compensation—\$900 to \$1200 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Guard in the City Paymaster's office.

INSTITUTIONAL SERVICE**SYMBOL (N)**

The term Institutional Service is applied to those offices or employments the duties of whose incumbents are to perform non-professional work incident to the maintenance and operation of city hospitals or charitable or correctional institutions and to the care of patients or inmates.

ARTISAN GROUP

SYMBOL (N A)

The term Artisan Group is applied to those offices or employments of the Institutional Service in which incumbents are required to perform handicraft work or work requiring some mechanical skill incident to the maintenance or operation of city hospitals or charitable or correctional institutions.

GRADE 1 (N A 1)

TITLES OF POSITIONS—

HOSPITAL ARTISAN.
PRISON ARTISAN

DUTIES—

The duties of incumbents of these positions are to perform under supervision minor handicraft work or work requiring some mechanical skill incident to the maintenance or operation of city hospitals or charitable or correctional institutions and to perform such other duties of a similar character and standard as emergencies may require.

Examples:

Assisting in work requiring some knowledge of carpentry, plumbing, painting, glazing, gardening, masonry, plastering, electrical work, tinsmithing, steamfitting, locksmithing or blacksmithing.

Assisting in the care of engines and boilers.

Repairing machinery.

Performing general handicraft work or work requiring some mechanical skill about plant, buildings and equipment.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation without maintenance—\$480 to \$600 inclusive.

Annual salary rates—\$480, \$504, \$528, \$552, \$576, \$600.

Range of annual compensation with full maintenance—\$240 to \$360 inclusive.

Annual salary rates—\$240, \$264, \$288, \$312, \$336, \$360.

Range of monthly compensation without maintenance—\$40 to \$50 inclusive.

Monthly salary rates—\$40, \$42, \$44, \$46, \$48, \$50.

Range of monthly compensation with full maintenance—\$20 to \$30 inclusive.

Monthly salary rates—\$20, \$22, \$24, \$26, \$28, \$30.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$480.....	\$240.....	\$40.....	\$20.....	½ year
504.....	264.....	42.....	22.....	½ "
528.....	288.....	44.....	24.....	1 "
552.....	312.....	46.....	26.....	1 "
576.....	336.....	48.....	28.....	1 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (N A 2)**TITLES OF POSITIONS—**

SENIOR HOSPITAL ARTISAN
SENIOR PRISON ARTISAN

DUTIES—

The duties of incumbents of these positions, which may involve supervision of the work of inmates, are to perform handicraft or mechanical work of a more difficult or supervisory nature requiring considerable trustworthiness, incident to the maintenance of city hospitals or charitable or correctional institutions.

Examples:

Performing work of a more difficult or supervisory nature requiring knowledge of carpentry, plumbing, gardening, tailoring, repairing of machinery, painting, electrical work, oiling, firing, tinsmithing, locksmithing, steamfitting.
Operating ice machines.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation without maintenance—\$630 to \$780 inclusive.
Annual salary rates—\$630, \$660, \$690, \$720, \$750, \$780.
Range of annual compensation with full maintenance—\$390 to \$540 inclusive.
Annual salary rates—\$390, \$420, \$450, \$480, \$510, \$540.
Range of monthly compensation without maintenance—\$52.50 to \$65 inclusive.
Monthly salary rates—\$52.50, \$55, \$57.50, \$60, \$62.50, \$65.
Range of monthly compensation with full maintenance—\$32.50 to \$45 inclusive.
Monthly salary rates—\$32.50, \$35, \$37.50, \$40, \$42.50, \$45.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$630.....	\$390.....	\$52.50.....	\$32.50.....	½ year
660.....	420.....	55.00.....	35.00.....	½ "
690.....	450.....	57.50.....	37.50.....	1 "
720.....	480.....	60.00.....	40.00.....	1 "
750.....	510.....	62.50.....	42.50.....	1 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

CULINARY WORKER GROUP

SYMBOL (N Q)

The term Culinary Worker Group is applied to those offices or employments of the Institutional Service in which incumbents are required to prepare or to supervise the preparation of foods for inmates and employes in city institutions, steamboats or other structures in which maintenance or part maintenance is provided, to inspect foods for fitness and quality, and to perform other duties in kitchens, bakeshops or butchershops.

GRADE 1 (N Q 1)

TITLES OF POSITIONS—

COOK
BUTCHER
BAKER

DUTIES—

Cook:

The duties of Cooks, which may or may not involve supervision of inmates, helpers, or other employes, are to requisition and receipt for all necessary kitchen supplies, under the direction of a head cook or dietitian in the larger institutions, or independently in the smaller institutions, to prepare for immediate or future table use all varieties of foods and beverages, and to supervise and assist in kitchens, pantries and supply rooms in the performance of all cooking operations and routine kitchen work.

Butcher:

The duties of Butchers, which may or may not involve supervision of inmates, helpers, or other employes, are to receipt for, weigh and inspect all meat received, to cut up upon requisition all sides, quarters and other cuts of meats, and to supervise and assist in cleaning and maintaining premises where meat is kept.

Baker:

The duties of Bakers, which may or may not involve supervision of inmates, helpers, or other employes, are to mix, work and prepare dough for baking, to attend one or more ovens, and to perform other related duties.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Men:

Cook:

Range of annual compensation with maintenance—\$480 to \$660 inclusive.
Annual salary rates—\$480, \$510, \$540, \$570, \$600, \$630, \$660.
Range of monthly compensation with maintenance—\$40 to \$55 inclusive.
Monthly salary rates—\$40, \$42.50, \$45, \$47.50, \$50, \$52.50, \$55.

Butcher:

Range of annual compensation without maintenance—\$660 to \$840 inclusive.
Annual salary rates—\$660, \$690, \$720, \$750, \$780, \$810, \$840.
Range of annual compensation with full maintenance—\$420 to \$600 inclusive.
Annual salary rates—\$420, \$450, \$480, \$510, \$540, \$570, \$600.
Range of monthly compensation without maintenance—\$55 to \$70 inclusive.

Monthly salary rates—\$55, \$57.50, \$60, \$62.50, \$65, \$67.50, \$70.

Range of monthly compensation with full maintenance—\$35 to \$50 inclusive.

Monthly salary rates—\$35, \$37.50, \$40, \$42.50, \$45, \$47.50, \$50.

Baker:

Range of annual compensation without maintenance—\$1080 to \$1200 inclusive.

Annual salary rates—\$1080, \$1140, \$1200.

Range of monthly compensation without maintenance—\$90 to \$100 inclusive.

Monthly salary rates—\$90, \$95, \$100.

Women:

Cook:

Range of annual compensation with maintenance—\$360 to \$540 inclusive.

Annual salary rates—\$360, \$390, \$420, \$450, \$480, \$510, \$540.

Range of monthly compensation with maintenance—\$30 to \$45 inclusive.

Monthly salary rates—\$30, \$32.50, \$35, \$37.50, \$40, \$42.50, \$45.

SPECIAL REGULATION GOVERNING COMPENSATION—

Cook:

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Men:

Cook:

\$480.....	\$40.00.....	½ year
510.....	42.50.....	½ "
540.....	45.00.....	1 "
570.....	47.50.....	1 "
600.....	50.00.....	1 "
630.....	52.50.....	1 "

Butcher:

\$660.....	\$420.....	\$55.00.....	\$35.00.....	½ year
690.....	450.....	57.50.....	37.50.....	½ "
720.....	480.....	60.00.....	40.00.....	1 "
750.....	510.....	62.50.....	42.50.....	1 "
780.....	540.....	65.00.....	45.00.....	1 "
810.....	570.....	67.50.....	47.50.....	1 "

Baker:

\$1080.....	\$90.....	1 year
1140.....	95.....	1 "

Women:**Cook:**

\$360.....	\$30.00.....	½ year
390.....	32.50.....	½ “
420.....	35.00.....	1 “
450.....	37.50.....	1 “
480.....	40.00.....	1 “
510.....	42.50.....	1 “

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

TENTATIVE APPRAISALS OF COOKS—

The following tentative close appraisals are based upon present conditions and are being used currently by the Bureau of Standards in its reports to the Committee on Salaries and Grades of the Board of Estimate and Apportionment. The value of these positions, as of many others, must naturally be subject to reappraisal from time to time, in accordance with changing conditions.

In order to allow department heads the necessary latitude in dealing with these employees, two minimum rates are suggested for both men and women, with the understanding that an effort should be first made to secure a cook at the lower initial rate; failing that, the higher rate may be used.

Men: \$480 *or* \$540 to \$660.

1st Assistant Cook—General—Bellevue.

2nd Assistant Cook—General—Bellevue.

Assistant Cook—Male Division—Otisville.

Assistant Cook—Mills Training School.

Assistant Cook at Work Houses and Prisons.

Cook—Mills Training School.

Assistant Cook—Gouverneur, Harlem and Fordham.

Women: \$360 *or* \$420 to \$540.

Assistant Cook—Female Division—Otisville.

Assistant Cook—Mills Training School.

1st and 2nd Assistant Cooks—General—Bellevue.

Assistant Cooks at Work Houses and Prisons.

Assistant Cooks—Nurses' Residence—Bellevue.

Assistant Cooks—Nurses' Residence—Metropolitan.

Assistant Cooks—Nurses' Residence—Kings County Hospital.

Assistant Cooks—Nurses' Residence—Harlem Hospital.

Assistant Cooks—Nurses' Residence—City Hospital.

Assistant Cook—Gouverneur, Harlem and Fordham.

Baker:

It is open to question whether the positions as Baker and Head Baker belong in the Institutional Service or in the Skilled Trades Service. It has been decided to place them in the Institutional Service on account of their close relation to other positions in the Culinary Worker Group. The rates of compensation, however, are based upon the prevailing rates for Bakers and follow the principles laid down for determining per annum rates in skilled trades.

GRADE 2 (N Q 2)**TITLES OF POSITIONS—**

HEAD COOK
 HEAD BAKER
 HEAD BUTCHER

DUTIES—**Head Cook:**

The duties of Head Cooks, which include supervision of Cooks in Grade 1 and of helpers, are similar to those performed by Cooks in Grade 1, but involve responsibility for the preparation of meals for large groups of inmates, patients and employes.

Head Baker:

The duties of Head Bakers, which involve supervision of Bakers in Grade 1 and of helpers, are to be responsible for all baking for distribution to a group of institutions in a large city department or departments.

Head Butcher:

The duties of Head Butchers, which involve supervision of Butchers in Grade 1 and of helpers, are to be responsible for all butchering work for a group of institutions, or for the receipt and inspection of meat in one large institution.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, experience in Grade 1, or if appointed as the result of non-competitive examination, evidence of ability to perform the duties of the position satisfactory to the appointing officer.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Men:****Head Cook:**

Range of annual compensation with maintenance—\$720 to \$900 inclusive.
 Annual salary rates—\$720, \$750, \$780, \$810, \$840, \$870, \$900.
 Range of monthly compensation with maintenance—\$60 to \$75 inclusive.
 Monthly salary rates—\$60, \$62.50, \$65, \$67.50, \$70, \$72.50, \$75.

Head Baker:

Range of annual compensation without maintenance—\$1260 to \$1380 inclusive.
 Annual salary rates—\$1260, \$1320, \$1380.
 Range of monthly compensation without maintenance—\$105 to \$115 inclusive.
 Monthly salary rates—\$105, \$110, \$115.

Head Butcher:

Range of annual compensation without maintenance—\$900 to \$1140 inclusive.
 Annual salary rates—\$900, \$930, \$960, \$990, \$1020, \$1050, \$1080, \$1110, \$1140.
 Range of annual compensation with full maintenance—\$660 to \$900 inclusive.
 Annual salary rates—\$660, \$690, \$720, \$750, \$780, \$810, \$840, \$870, \$900.
 Range of monthly compensation without maintenance—\$75 to \$95 inclusive.

Monthly salary rates—\$75, \$77.50, \$80, \$82.50, \$85, \$87.50, \$90, \$92.50, \$95.
 Range of monthly compensation with full maintenance—\$55 to \$75 inclusive.
 Monthly salary rates—\$55, \$57.50, \$60, \$62.50, \$65, \$67.50, \$70, \$72.50, \$75.

Women:

Head Cook:

Range of annual compensation with maintenance—\$600 to \$780 inclusive.
 Annual salary rates—\$600, \$630, \$660, \$690, \$720, \$750, \$780.
 Range of monthly compensation with maintenance—\$50 to \$65 inclusive.
 Monthly salary rates—\$50, \$52.50, \$55, \$57.50, \$60, \$62.50, \$65.

SPECIAL REGULATION GOVERNING COMPENSATION—

Head Cook:

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Men:

Head Cook:

\$720.....	\$60.00.....	½ year
750.....	62.50.....	½ "
780.....	65.00.....	1 "
810.....	67.50.....	1 "
840.....	70.00.....	1 "
870.....	72.50.....	1 "

Head Baker:

\$1260.....	\$105.....	1 year
1320.....	110.....	1 "

Head Butcher:

\$900.....	\$660.....	\$75.00.....	\$55.00.....	½ year
930.....	690.....	77.50.....	57.50.....	½ "
960.....	720.....	80.00.....	60.00.....	1 "
990.....	750.....	82.50.....	62.50.....	1 "
1020.....	780.....	85.00.....	65.00.....	1 "
1050.....	810.....	87.50.....	67.50.....	1 "
1080.....	840.....	90.00.....	70.00.....	1 "
1110.....	870.....	92.50.....	72.50.....	1 "

Women:

Head Cook:

\$600.....	\$50.00.....	½ year
630.....	52.50.....	½ "
660.....	55.00.....	1 "
690.....	57.50.....	1 "
720.....	60.00.....	1 "
750.....	62.50.....	1 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head Baker in the Blackwell's Island Bakery of the Department of Public Charities.

Head Butcher at Kings County Hospital, Sea View Hospital, or Bellevue and Allied Hospitals.

TENTATIVE APPRAISALS OF COOKS—

The following tentative close appraisals are based upon present conditions and are being used currently by the Bureau of Standards in its reports to the Committee on Salaries and Grades of the Board of Estimate and Apportionment. The value of these positions, as of many others, must naturally be subject to reappraisal from time to time, in accordance with changing conditions.

In order to allow department heads the necessary latitude in dealing with these employes, two minimum rates are suggested for both men and women, with the understanding that an effort should be first made to secure a cook at the lower initial rate; failing that, the higher rate may be used.

Men: \$720 *or* \$780 to \$900.

Head Cook at:

Brooklyn Home for Aged and Infirm.

New York City Home for Aged and Infirm.

Willard Parker Hospital.

Kingston Avenue Hospital.

Riverside Hospital.

Work House—Hart's Island.

City Prisons—Manhattan and Brooklyn.

Reformatory—New Hampton.

Male Division—Otisville.

General—Nurses' Residence—Bellevue Hospital.

Kings County Hospital.

Sea View Hospital.

City Hospital.

Metropolitan Hospital.

New York City Children's Hospitals and Schools.

Women: \$600 *or* \$660 to \$780.

Head Cook at:

Sea View Hospital.

City Hospital—Kosher Cook.

Brooklyn Home for Aged and Infirm.

New York City Home for Aged and Infirm.

Willard Parker Hospital.

Kingston Avenue Hospital.

Riverside Hospital.

Neponsit Beach Hospital for Children.

Female Division—Otisville.

General—Nurses' Residence—Bellevue Hospital.

Kings County Hospital.

Metropolitan Hospital.

New York City Children's Hospitals and Schools.

Head Baker:

See note on Baker in Grade 1 of this group.

HELPER GROUP

SYMBOL (N H)

The term Helper Group is applied to those offices or employments of the Institutional Service in which incumbents are required to perform domestic or other minor manual work about buildings and grounds not requiring mechanical skill, incident to the maintenance of city hospitals or charitable or correctional institutions, other than the duties performed by persons in the Hospital Attendant and Orderly or Artisan Groups.

GRADE 1 (N H 1)

TITLES OF POSITIONS—

JUNIOR HOSPITAL HELPER

DUTIES—

The duties of incumbents of these positions are to perform the least important domestic or other similar manual work of an occasional nature incident to the maintenance of city hospitals or charitable institutions, other than contagious disease or emergency hospitals.

Examples:

Performing general utility work of minor consequence.
Assisting in any activity mentioned in Grade 2.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation with maintenance—\$120 to \$150 inclusive.

Annual salary rates—\$120, \$150.

Range of monthly compensation with maintenance—\$10 to \$12.50 inclusive.

Monthly salary rates—\$10, \$12.50.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$120.....	\$10.....	½ year
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NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications.

The number of persons in this grade should be carefully restricted. It provides for patients or inmates whose services require a small compensation, but who do not render the continuous and effective service required in Grade 2. At the present time this grade is required only in the following institutions: Otisville, Riverside and other tuberculosis hospitals and the Municipal Lodging House.

GRADE 2 (N H 2)**TITLES OF POSITIONS—**

HOSPITAL HELPER A*
 HOSPITAL HELPER B*
 HOSPITAL HELPER C*
 PRISON HELPER

DUTIES—

The duties of incumbents of these positions are to perform the more important domestic or other minor manual work not requiring mechanical skill incident to the maintenance of city hospitals or charitable or correctional institutions.

Examples:

Cleaning wards, dormitories, halls, offices, lavatories and woodwork.
 Polishing floors, brass, etc.
 Assisting in the preparation, conveying and serving of foods.
 Transferring patients on stretchers.
 Caring for and fumigating patients' clothes.
 Helping in laundries, drug rooms, bakeries, morgues, laboratories, store-houses, stables and various other institutional bureaus and offices.
 Operating elevator.
 Working on grounds, roadways and walks.
 Assisting in tailoring and mending clothing.
 Guarding property and persons.
 Attending gates.
 Driving morgue, garbage, delivery and other wagons.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Men:****Hospital Helper A, Prison Helper:**

Range of annual compensation without maintenance—\$480 to \$600 inclusive.
 Annual salary rates—\$480, \$504, \$528, \$552, \$576, \$600.
 Range of annual compensation with full maintenance—\$240 to \$360 inclusive.
 Annual salary rates—\$240, \$264, \$288, \$312, \$336, \$360.
 Range of monthly compensation without maintenance—\$40 to \$50 inclusive.
 Monthly salary rates—\$40, \$42, \$44, \$46, \$48, \$50.
 Range of monthly compensation with full maintenance—\$20 to \$30 inclusive.
 Monthly salary rates—\$20, \$22, \$24, \$26, \$28, \$30.

* For convenience in designation, Hospital Helpers in this grade will be known as Hospital Helper A, Hospital Helper B and Hospital Helper C. These titles will bear the following significance: Hospital Helper A refers to men; Hospital Helper B refers to women employed as Laundresses, Seamstresses, Ironers, First Assistants to Cooks, Chambermaids or Waitresses in nurses' homes and in staff residences; Hospital Helper C refers to women employed as Cleaners, Pantry and Kitchen Helpers, Counters, Sorters, Shakers and Folders in laundries, Chambermaids other than those employed in nurses' homes and staff residences, and other women helpers performing work of similar standard. Persons employed under these three titles will receive the various rates of compensation indicated above.

Women:

Hospital Helper B (Women employed as Laundresses, Seamstresses, Ironers, First Assistants to Cooks, Chambermaids or Waitresses in nurses' homes and in staff residences, Prison Helper):

Range of annual compensation without maintenance—\$480 to \$552 inclusive.
 Annual salary rates—\$480, \$504, \$528, \$552.
 Range of annual compensation with full maintenance—\$240 to \$312 inclusive.
 Annual salary rates—\$240, \$264, \$288, \$312.
 Range of monthly compensation without maintenance—\$40 to \$46 inclusive.
 Monthly salary rates—\$40, \$42, \$44, \$46.
 Range of monthly compensation with full maintenance—\$20 to \$26 inclusive.
 Monthly salary rates—\$20, \$22, \$24, \$26.

Hospital Helper C (Women employed as Cleaners, Pantry and Kitchen Helpers, Counters, Sorters, Shakers and Folders in Laundries, Chambermaids other than those employed in nurses' homes and staff residences, and other women helpers performing work of similar standard):

Range of annual compensation without maintenance—\$456 to \$528 inclusive.
 Annual salary rates—\$456, \$480, \$504, \$528.
 Range of annual compensation with full maintenance—\$216 to \$288 inclusive.
 Annual salary rates—\$216, \$240, \$264, \$288.
 Range of monthly compensation without maintenance—\$38 to \$44 inclusive.
 Monthly salary rates—\$38, \$40, \$42, \$44.
 Range of monthly compensation with full maintenance—\$18 to \$24 inclusive.
 Monthly salary rates—\$18, \$20, \$22, \$24.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Men:

Hospital Helper A, Prison Helper:

\$480.....	\$240.....	\$40.....	\$20.....	½ year
504.....	264.....	42.....	22.....	½ "
528.....	288.....	44.....	24.....	1 "
552.....	312.....	46.....	26.....	1 "
576.....	336.....	48.....	28.....	1 "

Women:

Hospital Helper B (Women employed as Laundresses, Seamstresses, Ironers, First Assistants to Cooks, Chambermaids or Waitresses in nurses' homes and in staff residences, Prison Helper):

\$480.....	\$240.....	\$40.....	\$20.....	½ year
504.....	264.....	42.....	22.....	½ "
528.....	288.....	44.....	24.....	1 "

Hospital Helper C (Women employed as Cleaners, Pantry and Kitchen Helpers, Counters, Sorters, Shakers and Folders in Laundries, Chambermaids other than those employed in nurses' homes and staff residences, and other women helpers performing work of similar standard):

\$456.....	\$216.....	\$38.....	\$18.....	½ year
480.....	240.....	40.....	20.....	½ "
504.....	264.....	42.....	22.....	1 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications.

GRADE 3 (N H 3)**TITLES OF POSITIONS—**

SENIOR HOSPITAL HELPER
SENIOR PRISON HELPER

DUTIES—

The duties of incumbents of these positions are to perform domestic or other minor manual work of a more difficult or supervisory nature and requiring considerable trustworthiness incident to the maintenance of city hospitals or charitable or correctional institutions.

Examples:

Supervising a group of helpers or inmates engaged in cleaning wards, dormitories, halls and buildings; in serving and distributing foods; in manufacturing linen goods; in marking, repairing and distributing clothing; in fumigating clothing; in the operation of a piggery.

Performing independently more difficult work, such as operating washing machines, polishing floors, barbering, repairing mattresses and chairs.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Men:**

Range of annual compensation without maintenance—\$630 to \$720 inclusive.
Annual salary rates—\$630, \$660, \$690, \$720.
Range of annual compensation with full maintenance—\$390 to \$480 inclusive.
Annual salary rates—\$390, \$420, \$450, \$480.
Range of monthly compensation without maintenance—\$52.50 to \$60 inclusive.
Monthly salary rates—\$52.50, \$55, \$57.50, \$60.
Range of monthly compensation with full maintenance—\$32.50 to \$40 inclusive.
Monthly salary rates—\$32.50, \$35, \$37.50, \$40.

Women:

Range of annual compensation without maintenance—\$582 to \$672 inclusive.
Annual salary rates—\$582, \$612, \$642, \$672.
Range of annual compensation with full maintenance—\$342 to \$432 inclusive.
Annual salary rates—\$342, \$372, \$402, \$432.
Range of monthly compensation without maintenance—\$48.50 to \$56 inclusive.
Monthly salary rates—\$48.50, \$51, \$53.50, \$56.
Range of monthly compensation with full maintenance—\$28.50 to \$36 inclusive.
Monthly salary rates—\$28.50, \$31, \$33.50, \$36.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Men:

\$630.....	\$390.....	\$52.50.....	\$32.50.....	½ year
660.....	420.....	55.00.....	35.00.....	½ "
690.....	450.....	57.50.....	37.50.....	1 "

Women:

\$582.....	\$342.....	\$48.50.....	\$28.50.....	½ year
612.....	372.....	51.00.....	31.00.....	½ "
642.....	402.....	53.50.....	33.50.....	1 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications.

HOSPITAL ATTENDANT AND ORDERLY GROUP**SYMBOL (N T)**

The term Hospital Attendant and Orderly Group is applied to those offices or employments of the Institutional Service in which incumbents are required to perform under supervision duties not requiring registration as a graduate nurse, incident to the nursing, care and comfort of patients or inmates in city hospitals or charitable or correctional institutions.

GRADE 1 (N T 1)**TITLES OF POSITIONS—**

PUPIL HOSPITAL ATTENDANT

DUTIES—

The duties of incumbents of these positions are to receive instruction in the nursing and care of patients and to render such assistance to nurses and physicians as may be required.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Annual compensation—\$180 with maintenance.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (N T 2)**TITLES OF POSITIONS—**

HOSPITAL ATTENDANT	A*
HOSPITAL ATTENDANT	B*
HOSPITAL ATTENDANT	C*
HOSPITAL ORDERLY	

DUTIES—**Hospital Attendant:**

The duties of Hospital Attendants, which require considerable skill and experience in practical nursing, but no professional training, are to perform under professional supervision the more important duties not requiring registration as a graduate nurse, incident to the nursing, care and comfort of patients or inmates in city hospitals, clinics or charitable or correctional institutions.

Hospital Orderly:

The duties of Hospital Orderlies, which require experience in hospital wards, but no professional training, are to perform under supervision the less important duties, not involving nursing, incident to the care and comfort of patients or inmates in city hospitals, clinics or charitable or correctional institutions.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Hospital Attendant A (Hospital Attendants in tuberculosis wards for primary and secondary cases, except when the employe is a tuberculosis case, in psychopathic wards and in all other services except those mentioned below):

Range of annual compensation without maintenance—\$600 to \$780 inclusive.
 Annual salary rates—\$600, \$630, \$660, \$690, \$720, \$750, \$780.
 Range of annual compensation with full maintenance—\$360 to \$540 inclusive.
 Annual salary rates—\$360, \$390, \$420, \$450, \$480, \$510, \$540.
 Range of monthly compensation without maintenance—\$50 to \$65 inclusive.
 Monthly salary rates—\$50, \$52.50, \$55, \$57.50, \$60, \$62.50, \$65.
 Range of monthly compensation with full maintenance—\$30 to \$45 inclusive.
 Monthly salary rates—\$30, \$32.50, \$35, \$37.50, \$40, \$42.50, \$45.

Hospital Attendant B (Hospital Attendants in wards for genito-urinary, luetic and erysipelas cases, for tuberculosis cases in a tertiary stage and in the contagious wards of the hospitals of Department of Health):

Range of annual compensation without maintenance—\$720 to \$900 inclusive.
 Annual salary rates—\$720, \$750, \$780, \$810, \$840, \$870, \$900.

* For convenience in designation, Hospital Attendants in this grade will be known as Hospital Attendant A, Hospital Attendant B, Hospital Attendant C. These titles will bear the following significance: Hospital Attendant A refers to Hospital Attendants in tuberculosis wards for primary and secondary cases except when the employe is a tuberculosis case, in psychopathic wards and in all other services excepting those mentioned below; Hospital Attendant B refers to Hospital Attendants in wards for genito-urinary, luetic and erysipelas cases, for tuberculosis cases in a tertiary stage and in the contagious wards in the hospitals of the Department of Health; Hospital Attendant C refers to Attendants who are themselves tuberculosis cases in tuberculosis wards for primary and secondary cases. Persons employed under these three titles will receive the various rates of compensation indicated above.

Range of annual compensation with full maintenance—\$480 to \$660 inclusive.

Annual salary rates—\$480, \$510, \$540, \$570, \$600, \$630, \$660.

Range of monthly compensation without maintenance—\$60 to \$75 inclusive.

Monthly salary rates—\$60, \$62.50, \$65, \$67.50, \$70, \$72.50, \$75.

Range of monthly compensation with full maintenance—\$40 to \$55 inclusive.

Monthly salary rates—\$40, \$42.50, \$45, \$47.50, \$50, \$52.50, \$55.

Hospital Attendant C (Hospital Attendants who are themselves tuberculosis cases in tuberculosis wards for primary and secondary cases):

Range of annual compensation without maintenance—\$540 to \$720 inclusive.

Annual salary rates—\$540, \$570, \$600, \$630, \$660, \$690, \$720.

Range of annual compensation with full maintenance—\$300 to \$480 inclusive.

Annual salary rates—\$300, \$330, \$360, \$390, \$420, \$450, \$480.

Range of monthly compensation without maintenance—\$45 to \$60 inclusive

Monthly salary rates—\$45, \$47.50, \$50, \$52.50, \$55, \$57.50, \$60.

Range of monthly compensation with full maintenance—\$25 to \$40 inclusive

Monthly salary rates—\$25, \$27.50, \$30, \$32.50, \$35, \$37.50, \$40.

Hospital Orderly:

Range of annual compensation without maintenance—\$540 to \$660 inclusive.

Annual salary rates—\$540, \$570, \$600, \$630, \$660.

Range of annual compensation with full maintenance—\$300 to \$420 inclusive.

Annual salary rates—\$300, \$330, \$360, \$390, \$420.

Range of monthly compensation without maintenance—\$45 to \$55 inclusive.

Monthly salary rates—\$45, \$47.50, \$50, \$52.50, \$55.

Range of monthly compensation with full maintenance—\$25 to \$35 inclusive.

Monthly salary rates—\$25, \$27.50, \$30, \$32.50, \$35.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Hospital Attendant A:

\$600.....	\$360.....	\$50.00.....	\$30.00.....	½ year
630.....	390.....	52.50.....	32.50.....	½ "
660.....	420.....	55.00.....	35.00.....	1 "
690.....	450.....	57.50.....	37.50.....	1 "
720.....	480.....	60.00.....	40.00.....	1 "
750.....	510.....	62.50.....	42.50.....	1 "

Hospital Attendant B:

\$720.....	\$480.....	\$60.00.....	\$40.00.....	½ year
750.....	510.....	62.50.....	42.50.....	½ "
780.....	540.....	65.00.....	45.00.....	1 "
810.....	570.....	67.50.....	47.50.....	1 "
840.....	600.....	70.00.....	50.00.....	1 "
870.....	630.....	72.50.....	52.50.....	1 "

Hospital Attendant C:

\$540.....	\$300.....	\$45.00.....	\$25.00.....	½ year
570.....	330.....	47.50.....	27.50.....	½ "
600.....	360.....	50.00.....	30.00.....	1 "
630.....	390.....	52.50.....	32.50.....	1 "
660.....	420.....	55.00.....	35.00.....	1 "
690.....	450.....	57.50.....	37.50.....	1 "

Hospital Orderly:

\$540.....	\$300.....	\$45.00.....	\$25.00.....	½ year
570.....	330.....	47.50.....	27.50.....	½ "
600.....	360.....	50.00.....	30.00.....	1 "
630.....	390.....	52.50.....	32.50.....	1 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

It is intended to limit the title Nurse to registered graduate Nurses. The titles Pupil Hospital Attendant and Hospital Attendant will cover employes not entitled to registration as graduate Nurses (male employes in the majority of cases), who are receiving training in a school for Hospital Attendants or who are so-called "practical Nurses," whether graduates of a school for Hospital Attendants or not. Other employes, whether men or women, performing the heavy or disagreeable work in wards not involving the nursing care of patients should be known as Orderlies.

INSTITUTIONAL CLERK GROUP

SYMBOL (NC)

The term Institutional Clerk Group is applied to those offices or employments of the Institutional Service in which incumbents are required to perform prescribed routine or specialized clerical work of minor consequence in city hospitals or charitable or correctional institutions.

GRADE 1 (NC 1)

TITLES OF POSITIONS—

ASSISTANT INSTITUTIONAL CLERK

DUTIES—

The duties of incumbents of these positions are to perform, under supervision, in city hospitals or charitable or correctional institutions, clerical work of the character and standard of Grade 2A of the Clerk Group of the Clerical Service, including work of corresponding grade in other groups of the Clerical Service.

Examples:

- Plain longhand copying.
- Keeping card indices.
- Recording, indexing and filing correspondence.
- Receiving and distributing routine reports and applications.
- Making out and tabulating daily, weekly and monthly reports, simple charts and statistics.
- Registering and verifying extensions and additions on orders and invoices.
- Writing, registering and scheduling vouchers.
- Operating correspondence and tickler files.
- Operating tabulating machines, adding and scheduling machines, addressographs, multigraphs and mimeographs.

QUALIFICATIONS—

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

- Range of annual compensation without maintenance—\$540 to \$720 inclusive.
- Annual salary rates—\$540, \$570, \$600, \$630, \$660, \$690, \$720.
- Range of annual compensation with full maintenance—\$300 to \$480 inclusive.
- Annual salary rates—\$300, \$330, \$360, \$390, \$420, \$450, \$480.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$540.....	\$300.....	½ year
570.....	330.....	½ "
600.....	360.....	1 "
630.....	390.....	1 "
660.....	420.....	1 "
690.....	450.....	1 "

NOTES ON INSTITUTIONAL CLERK GROUP

Not Submitted for Adoption as Part of the Standard Specifications

This grade covers clerical positions in institutions at salaries below \$540 with maintenance, which are placed by the Civil Service Commission in the non-competitive class and positions without maintenance at salary rates from \$540 to \$720, which are placed by the Civil Service Commission in the competitive class, but which are filled by certification from a special list for Assistant Institutional Clerk.

Clerical work requiring a higher degree of responsibility and ability than is indicated in this grade should be performed by employees in the Clerk Group and other groups of the Clerical Service.

NOTES ON GRADE 1

INSTITUTIONAL SUPERVISOR GROUP

SYMBOL (N S)

The term Institutional Supervisor Group is applied to those offices or employments of the Institutional Service in which incumbents are required to supervise and be responsible for household administration, including in some cases dietary work, the maintenance of grounds, buildings and other property, and the non-professional care of patients and inmates in city hospitals and charitable institutions.

GRADE 1 (N S 1)

TITLES OF POSITIONS—

MATRON
OVERSEER

DUTIES—

Matron:

The duties of Matrons, which involve supervision of the work of inmates, helpers and other employes, are to be responsible for general household administration, including in some cases dietary work, and non-professional care of patients or inmates in a small hospital or charitable institution or for one or both of these functions in a unit of a large hospital or charitable institution.

Overseer:

The duties of Overseers, which involve supervision of the work of inmates, helpers and other employes, are to be responsible for the maintenance of grounds, buildings and equipment, or for non-professional care of male patients or inmates in a small hospital or charitable institution, or for one or both of these functions in a unit of a large hospital or charitable institution.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$600 to \$780 inclusive, with maintenance.

Annual salary rates—\$600, \$660, \$720, \$780.

Range of monthly compensation—\$50 to \$65 inclusive, with maintenance.

Monthly salary rates—\$50, \$55, \$60, \$65.

In addition to the regular compensation, an annual compensation of \$60 may be paid to Matrons acting also as working dietitians in institutions employing no professional dietitians.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$600.....	\$50.....	1 year
660.....	55.....	1 “
720.....	60.....	2 years

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Matron at Greenpoint Hospital.

Matron at Cumberland Street Hospital.

Matron at Fordham Hospital.

GRADE 2 (N S 2)**TITLES OF POSITIONS—**

HEAD MATRON
 HEAD OVERSEER
 ASSISTANT STEWARD

DUTIES—**Head Matron:**

The duties of Head Matrons, which involve supervision of the work of inmates, helpers and other employes, are to be responsible for general household administration, including in some cases dietary work, or for non-professional care of patients or inmates, or for both of these functions, in a large hospital or charitable institution.

Head Overseer:

The duties of Head Overseers, which involve supervision of the work of inmates, helpers and other employes, are to be responsible for the maintenance of grounds, buildings and equipment or for non-professional care of male patients or inmates in a large hospital or charitable institution.

Assistant Steward:

The duties of Assistant Stewards are to order, receipt for, distribute and account for all supplies and equipment in a small hospital or charitable institution and to exercise direct supervision over the preparation and serving of food.

QUALIFICATIONS—**Head Matron, Head Overseer:**

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Assistant Steward:

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$840 to \$1020 inclusive, with maintenance.

Salary rates—\$840, \$900, \$960, \$1020.

In addition to the regular compensation, an annual compensation of \$60 may be paid to Head Matrons acting also as working dietitians in institutions employing no professional dietitians.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$840	1 year
900	2 years
960	2 “

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head Matron in Bellevue Hospital.

Head Matron in the New York City Home for the Aged and Infirm, Blackwell's Island.

Head Matrons in Willard Parker, Riverside and Kingston Avenue Hospitals.

Head Overseers in Kings County Hospital.

In connection with the positions of Head Matron and Assistant Steward, see also the Dietitian Group of the Professional Service.

GRADE 3 (N S 3)**TITLES OF POSITIONS—**

DEPUTY LAY SUPERINTENDENT
STEWARD

DUTIES—**Deputy Lay Superintendent:**

The duties of Deputy Lay Superintendents, which involve responsibility for the work of employes in Grades 1 and 2, and of inmates, helpers and other employes, are to assist the Lay or Medical Superintendent in the general lay administration of a large hospital or charitable institution or to direct independently and be responsible for the general lay administration of a small hospital or charitable institution, including all household administration, maintenance of grounds, buildings and equipment and non-professional care of patients or inmates.

Steward:

The duties of Stewards are to order, receipt for, distribute and account for all supplies and equipment in a large hospital or charitable institution and to exercise direct supervision over the preparation and serving of foods.

QUALIFICATIONS—**Deputy Lay Superintendent:**

1. The minimum qualifications prescribed for Head Matron or Overseer in Grade 2.
2. If appointed by promotion, not less than two years of experience in the work of Head Matron or Overseer in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Steward:

1. The minimum qualifications prescribed for Assistant Steward in Grade 2.
2. If appointed by promotion, not less than two years of experience in the work of Assistant Steward in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Deputy Lay Superintendent:**

Range of annual compensation—\$1080 to \$1800 inclusive, with maintenance.
Salary rates—\$1080, \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

Steward:

Range of annual compensation—\$1080 to \$1560 inclusive, with maintenance.
Salary rates—\$1080, \$1200, \$1320, \$1440, \$1560.

SPECIAL REGULATION GOVERNING COMPENSATION—**Deputy Lay Superintendent, Steward:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Deputy Lay Superintendent, Steward:

\$1080	1 year
1200	1 "
1320	1 "
1440	2 years
1560	2 "
1680	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Deputy Lay Superintendent of City Hospital.

Deputy Lay Superintendent of Sea View Hospital.

Deputy Lay Superintendent at Farm Colony.

In connection with the position of Steward, see also the Dietitian Group of the Professional Service.

GRADE 4 (NS4)**TITLES OF POSITIONS—**

LAY SUPERINTENDENT
DEPARTMENTAL STEWARD

DUTIES—**Lay Superintendent:**

The duties of Lay Superintendents, which involve entire responsibility for the work of employes in Grades 1, 2 and 3, and of inmates, helpers and other employes, are to direct and be responsible for the general lay administration of a large hospital or charitable institution, including all household administration, maintenance of grounds, building and equipment and the non-professional care of inmates.

Departmental Steward:

The duties of Departmental Stewards are to order, receipt for, distribute and account for all supplies and equipment in an entire city department and to exercise general supervision over the preparation and serving of foods in the institutions of that department.

QUALIFICATIONS—**Lay Superintendent:**

1. The minimum qualifications prescribed for Deputy Lay Superintendent in Grade 3.

2. If appointed by promotion, not less than one year of experience as Deputy Lay Superintendent in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Departmental Steward:

1. The minimum qualifications prescribed for Steward in Grade 3.

2. If appointed by promotion, not less than one year of experience as Steward in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Lay Superintendent:**

Range of annual compensation—\$2100 to \$2940 inclusive, with maintenance.

Salary rates—\$2100, \$2280, \$2460, \$2700, \$2940.

Departmental Steward:

Range of annual compensation—\$1680 to \$2820 inclusive, with or without maintenance.

Salary rates—\$1680, \$1800, \$1980, \$2160, \$2340, \$2580, \$2820.

In the case of Departmental Stewards receiving maintenance, the salary rate shall not exceed \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of Municipal Lodging House.

Lay Superintendent of New York City Farm Colony.

Superintendent of New York City Home for the Aged and Infirm, Blackwell's Island.

Assistant Superintendent of Harlem Hospital (with no Medical Superintendent).

Assistant Superintendent (Lay) of Bellevue Hospital.

In connection with the position of Departmental Steward, see Departmental Dietitian in the Dietitian Group of the Professional Service.

LAUNDRYMAN GROUP

SYMBOL (NL)

The term Laundryman Group is applied to those offices or employments of the Institutional Service in which incumbents are required to perform or to supervise the performance of laundry work in city hospitals or charitable or correctional institutions.

GRADE 1 (NL 1)

TITLES OF POSITIONS—

HEAD LAUNDRYMAN

DUTIES—

The duties of incumbents of these positions are to take charge of an institutional laundry.

QUALIFICATIONS—

Positions Classified as Non-Competitive:

1. Evidence of ability to perform the duties of the position satisfactory to the appointing officer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Positions Classified as Competitive:

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation without maintenance—\$840 to \$1320 inclusive.

Salary rates—\$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260, \$1320.

Range of annual compensation with full maintenance—\$600 to \$1080 inclusive.

Salary rates—\$600, \$660, \$720, \$780, \$840, \$900, \$960, \$1020, \$1080.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$840.....	\$600.....	1 year
900.....	660.....	1 "
960.....	720.....	1 "
1020.....	780.....	1 "
1080.....	840.....	1 "
1140.....	900.....	2 years
1200.....	960.....	2 "
1260.....	1020.....	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

Tentative Appraisals of Head Laundrymen:

The following tentative close appraisals are based upon present conditions and are being used currently by the Bureau of Standards in its reports to the Committee on Salaries and Grades of the Board of Estimate and Apportionment. The value of these positions, as of many others, must naturally be subject to reappraisal from time to time in accordance with changing conditions.

	With Maintenance.	Without Maintenance.
Head Laundryman at Coney Island Hospital.....	\$600-660	\$840-900
Head Laundryman at Cumberland Street Hospital.....	600-660	840-900
Head Laundryman at Greenpoint Hospital.....	600-660	840-900
Head Laundryman at Metropolitan Hospital.....	720-1080	960-1320
Head Laundryman at New York City Home for the Aged and Infirm	720-1080	960-1320
Head Laundryman at Kings County Hospital.....	720-1080	960-1320
Head Laundryman at Sea View Hospital.....	720-1080	960-1320
Head Laundryman at City Hospital.....	720-1080	960-1320
Head Laundryman at New York City Children's Hospitals and Schools, Randall's Island.....	720-1080	960-1320

Positions as Head Laundrymen in institutions at a salary not exceeding \$660 with maintenance, or \$900 without maintenance, are classified by the Municipal Civil Service Commission in the non-competitive class. Positions at a salary above \$660 with maintenance, or \$900 without maintenance, are classified as competitive.

GRADE 2 (N L 2)**TITLES OF POSITIONS—****SUPERINTENDENT OF LAUNDRIES****DUTIES—**

The duties of incumbents of these positions are to supervise and be responsible for a number of institutional laundries, involving supervision of employes in Grade 1 and other employes, and responsibility for equipment, materials, supplies and the operation and maintenance of plants.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1800 to \$2340 inclusive.

Salary rates—\$1800, \$1980, \$2160, \$2340.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1800	1 year
1980	1 "
2160	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of Laundries in the Department of Public Charities.

PRISON KEEPER GROUP

SYMBOL (N P)

The term Prison Keeper Group is applied to those offices or employments of the Institutional Service in which incumbents are required to exercise custodial and correctional supervision over persons committed to correctional institutions or persons temporarily in custody in connection with the administration of justice.

GRADE 1 (N P 1)

TITLES OF POSITIONS—

PRISON KEEPER
PRISON MATRON.
POLICE MATRON

DUTIES—

Prison Keeper, Prison Matron:

The duties of incumbents of these positions are to guard, discipline, care for and instruct inmates of correctional institutions.

Police Matron:

The duties of Police Matrons are to guard and care for women and children brought to or detained in station houses, and to perform such other police duties as may be assigned by the captain of the precinct.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Prison Keeper:

Range of annual compensation—\$900 to \$1260 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260.

Prison Matron, Police Matron:

Range of annual compensation—\$720 to \$960 inclusive.

Salary rates—\$720, \$780, \$840, \$900, \$960.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Prison Keeper in the Penitentiary.

Prison Matron in the Workhouse.

GRADE 2 (NP 2)**TITLES OF POSITIONS—**

HEAD PRISON KEEPER
HEAD PRISON MATRON

DUTIES—

The duties of incumbents of these positions are to supervise the work of Prison Keepers and Prison Matrons in Grade 1 and to perform such other services as may be incident to the maintenance of discipline and the enforcement of rules governing the action of keepers, the custody of inmates, and the maintenance of quarters under their jurisdiction.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Head Prison Keeper:**

Range of annual compensation—\$1380 to \$1740 inclusive.
Salary rates—\$1380, \$1500, \$1620, \$1740.

Head Prison Matron:

Range of annual compensation—\$1080 to \$1440 inclusive.
Salary rates—\$1080, \$1200, \$1320, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Head Prison Keeper:

\$1380	1 year
1500	2 years
1620	2 "

Head Prison Matron:

\$1080	1 year
1200	2 years
1320	2 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications.**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Head Prison Keeper in charge of a hall in the City Prison, Manhattan or Brooklyn.

Head Prison Keeper in charge of a small district prison, as the 2d District Prison (Jefferson Market).

GRADE 3 (NP3)**TITLES OF POSITIONS—**

DEPUTY WARDEN

SUPERINTENDENT OF WOMEN PRISONERS

DUTIES—**Deputy Warden:**

The duties of Deputy Wardens, which involve responsibility for the work of employes in Grades 1 and 2, are to direct and be responsible for the whole of a small correctional institution or to assist the Warden in the direction of a large correctional institution.

Superintendent of Women Prisoners:

The duties of Superintendents of Women Prisoners, which involve responsibility for the work of employes in Grades 1 and 2, are to assist the Warden in the direction of that division of a large correctional institution set aside for women.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1920 to \$2280 inclusive.

Salary rates—\$1920, \$2100, \$2280.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1920	1 year
2100	2 years

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications.**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Deputy Warden of the Penitentiary.

Deputy Warden of the City Prison in Manhattan or Brooklyn.

Deputy Warden of the Workhouse on Blackwell's Island.

Superintendent of Women Prisoners at the Workhouse.

Deputy Warden in charge of Branch Workhouse on Riker's Island.

GRADE 4 (N P 4)**TITLES OF POSITIONS—**

WARDEN

SUPERINTENDENT OF REFORMATORY

DUTIES—

The duties of incumbents of these positions, which involve entire responsibility for the work of employes in Grades 1, 2 and 3, are to direct and be responsible for one large or several small correctional institutions.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than two years of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2520 to \$3480 inclusive.

Salary rates—\$2520, \$2760, \$3000, \$3240, \$3480.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Warden in charge of the Penitentiary.

Warden in charge of all District Prisons.

Warden in charge of the City Prison in Manhattan, Brooklyn or Queens.

Warden in charge of the Workhouse on Blackwell's Island.

Warden in charge of the Branch Workhouse on Hart's Island.

MISCELLANEOUS INSTITUTIONAL WORKER GROUP

SYMBOL (N Z)

The term Miscellaneous Institutional Worker Group is applied to those offices or employments of the Institutional Service in which incumbents are required to perform non-professional routine or specialized institutional work of an exceptional nature not included in the other groups of the Institutional Service.

GRADE 1 (N Z 1)

TITLES OF POSITIONS—

COFFEE ROASTER
FARMER
FIRE OFFICER
TAILOR

DUTIES—

Coffee Roaster:

The duties of Coffee Roasters are to operate a coffee roasting machine and to supply roasted coffee to city hospitals or other institutions.

Farmer:

The duties of Farmers, which involve supervision of the work of inmates, helpers and laborers, are to cultivate the soil, to raise vegetables and other farm products, to care for live stock and farm implements and to perform other related work on farms connected with institutions.

Fire Officer:

The duties of Fire Officers are to instruct inmates of hospitals or other institutions in fire drills and the use of fire fighting apparatus, to inspect buildings as to means of egress and conditions hazardous in the case of or liable to cause fires, to inspect and be responsible for the condition of fire fighting apparatus and to make such reports as may be required.

Tailor:

The duties of Tailors, which include supervision and incidental instruction of inmates and helpers, are to cut cloth for and direct inmates and helpers in the making of garments and household linen used in city institutions.

QUALIFICATIONS—

Coffee Roaster:

1. Experience in the operation of a coffee roaster.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Farmer:

1. Experience in farming.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Fire Officer:

1. Administrative experience in the work of fire prevention, fire fighting, or other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Tailor:

1. Experience in tailoring.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Coffee Roaster:**

Range of annual compensation—\$900 to \$1080 inclusive.
 Salary rates—\$900, \$960, \$1020, \$1080.

Farmer:

Range of annual compensation—\$720 to \$900 inclusive, with maintenance.
 Salary rates—\$720, \$780, \$840, \$900.

Fire Officer:

Range of annual compensation—\$840 to \$960 inclusive, with maintenance.
 Salary rates—\$840, \$900, \$960.

Tailor:

Range of annual compensation with maintenance—\$480 to \$780 inclusive.
 Salary rates—\$480, \$540, \$600, \$660, \$720, \$780.
 Range of annual compensation without maintenance—\$720 to \$1020 inclusive.
 Salary rates—\$720, \$780, \$840, \$900, \$960, \$1020.

SPECIAL REGULATION GOVERNING COMPENSATION—***Fire Officer, Tailor:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* There shall be no initial rate for Tailors above \$900.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications.

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Coffee Roaster at the general storehouse of the Department of Public Charities,
Blackwell's Island.

Farmer at the Farm Colony of the Department of Public Charities.

Fire Drill Expert at Bellevue Hospital.

TITLES OF POSITIONS—

The title of Farmer is provided for persons acting as working farmers or supervising farm work. Persons whose work is primarily instruction in farm work are provided for in the Industrial Instructor Group of the Educational Service.

POLICE SERVICE

SYMBOL (P)

The term Police Service is applied to those offices or employments the duties of whose incumbents are to enforce laws and ordinances, to prevent crime and apprehend criminals, to guard property, to control traffic and to perform other inspectional, investigational or regulative duties incident to the protection of persons and property.

FIRE SERVICE

SYMBOL (F)

The term Fire Service is applied to those offices or employments the duties of whose incumbents are to enforce laws and ordinances and rules and regulations regarding the extinguishment of fires, and to perform other inspectional, investigational or regulative duties incident to the prevention or extinguishment of fires.

STREET CLEANING SERVICE

SYMBOL (S)

The term Street Cleaning Service is applied to those offices or employments the duties of whose incumbents are to perform routine, supervisory or administrative work incident to the cleaning of streets, the collection, removal and disposal of refuse and related work.

RECRUIT GROUP

SYMBOL (S R)

The term Recruit Group is applied to those offices or employments of the Street Cleaning Service in which incumbents are trained for work in one or more of the specialized branches of the Street Cleaning Service.

GRADE 1 (S R1)

TITLES OF POSITIONS—

RECRUIT (DEPARTMENT OF STREET CLEANING)

DUTIES—

The duties of incumbents of these positions, which involve the performance of actual street cleaning work, are to receive training in the School for Recruits of the Department of Street Cleaning preparatory for work in one or more of the specialized branches of the Street Cleaning Service.

QUALIFICATIONS—

1. The minimum qualifications prescribed by the Municipal Civil Service Commission for candidates for positions as Sweeper, Loader, Driver or Boardman in the Street Cleaning Service.

PERIOD OF TRIAL—

Not more than three months. .

COMPENSATION—

\$2.00 per diem.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

Recruits for the Department of Street Cleaning will be qualified by the Municipal Civil Service Commission in two groups. Candidates who have satisfied the maximum requirements of the Municipal Civil Service Commission will be eligible for training in the School for Recruits for positions as Sweeper, Driver, Loader or Boardman. Candidates who have satisfied only the lower requirements of the Municipal Civil Service Commission will be eligible for training for positions as Sweeper or Boardman. After a period of trial not exceeding three months in the School for Recruits, Recruits whose work has been satisfactory will receive certificates of fitness to perform the duties of one or more of the positions of Sweeper, Driver, Loader and Boardman. Those whose work has been unsatisfactory will be dismissed from the department. Assignment to extra or permanent positions will be made according to the needs of the service.

STREET CLEANER GROUP

SYMBOL (S C)

The term Street Cleaner Group is applied to those offices or employments of the Street Cleaning Service in which incumbents are required to clean streets, to separate, collect and remove refuse or to collect and remove dirt and snow within the limits of a section, or to supervise, inspect or report on this work.

GRADE 1 (S C 1)

TITLES OF POSITIONS—

SWEEPER (DEPARTMENT OF STREET CLEANING)
SWEEPER (BUREAU OF STREET CLEANING, QUEENS)
SWEEPER (BUREAU OF STREET CLEANING, RICHMOND)

DUTIES—

The duties of incumbents of these positions are to clean the streets, to remove dirt, refuse and snow by the use of brooms, hand scrapers, hose or other equipment, and in case of emergency to perform temporarily such other duties as may be assigned.

In addition, the duties of Sweepers (Bureau of Street Cleaning, Richmond) include the making of light repairs on macadam roads.

QUALIFICATIONS—

Sweeper (Department of Street Cleaning):

1. A certificate of fitness to perform the duties of Sweeper, issued by the School for Recruits of the Department of Street Cleaning.

Sweeper (Bureau of Street Cleaning, Queens), Sweeper (Bureau of Street Cleaning, Richmond):

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

Persons temporarily employed as Sweepers, designated as Extra Sweepers, shall receive a per diem rate of 1-313 of the minimum annual rate prescribed for the position of Sweeper.

Sweepers employed on flushing work shall receive an additional compensation of 15c. per diem.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$720	1 year
744	1 "
768	1 "
792	2 years
816	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (S C 2)**TITLES OF POSITIONS—**

ASSISTANT SECTION FOREMAN (DEPARTMENT OF STREET CLEANING)
 ASSISTANT SECTION FOREMAN (BUREAU OF STREET CLEANING, QUEENS)

DUTIES—

The duties of incumbents of these positions are to execute definite instructions from Section Foremen relative to the supervision, inspection and reporting of the cleaning of streets, the separation, collection and removal of refuse, or the collection and removal of dirt and snow, and to perform the duties of Section Foremen in their absence.

In addition the duties of Assistant Section Foremen (Bureau of Street Cleaning, Queens) include the supervision, inspection and reporting of the disposal of dirt, refuse and snow.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. Not less than three years of experience in Grade 1.
3. Not less than three years of experience as Motor Driver in Grade 2 of the Motor Refuse Collector Group.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1, 2 and 4 or 3 and 4.

COMPENSATION—**Assistant Section Foreman (Department of Street Cleaning):**

Range of annual compensation—\$936 to \$1032 inclusive.

Salary rates—\$936, \$984, \$1032.

Persons promoted from Grade 2 of the Motor Refuse Collector Group to Grade 2 of the Street Cleaner Group shall receive the salary rate nearest to that received before promotion and involving no decrease.

Assistant Section Foreman (Bureau of Street Cleaning, Queens):

Range of annual compensation—\$888 to \$984 inclusive.

Salary rates—\$888, \$936, \$984.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Assistant Section Foreman (Department of Street Cleaning):

\$936	1 year
984	2 years

Assistant Section Foreman (Bureau of Street Cleaning, Queens):

\$888	1 year
936	2 years

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 3 (S C 3)**TITLES OF POSITIONS—**

SECTION FOREMAN (DEPARTMENT OF STREET CLEANING)

SECTION FOREMAN (BUREAU OF STREET CLEANING, QUEENS)

SECTION FOREMAN (BUREAU OF STREET CLEANING, RICHMOND)

DUTIES—

The duties of incumbents of these positions, which involve responsibility for all the work of a street cleaning section, are to execute definite instructions from District Superintendents relative to the supervision, inspection and reporting of the cleaning of streets, the separation, collection and removal of refuse and the collection and removal of dirt and snow.

In addition the duties of Section Foremen (Bureau of Street Cleaning, Queens) include the supervision, inspection and reporting of the disposal of dirt, refuse and snow.

The duties of Section Foremen (Bureau of Street Cleaning, Richmond) include the general duties outlined above with the exception of the collection and removal of refuse other than sweepings and dirt.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. Not less than one year of experience in Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Section Foreman (Department of Street Cleaning):**

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

Section Foreman (Bureau of Street Cleaning, Queens), Section Foreman (Bureau of Street Cleaning, Richmond):

Range of annual compensation—\$1080 to \$1320 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260, \$1320.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Section Foreman (Department of Street Cleaning):

\$1140	1 year
1200	1 "
1260	2 years
1320	2 "

Section Foreman (Bureau of Street Cleaning, Queens), Section Foreman (Bureau of Street Cleaning, Richmond):

\$1080	1 year
1140	1 "
1200	2 years
1260	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

REFUSE COLLECTOR GROUP

SYMBOL (S K)

The term Refuse Collector Group is applied to those offices or employments of the Street Cleaning Service in which incumbents are required to drive and care for horses, to collect refuse, to operate and care for horse-drawn equipment, or to supervise the operation of a stable.

GRADE 1 (S K 1)

TITLES OF POSITIONS—

DRIVER (DEPARTMENT OF STREET CLEANING)
 DRIVER (BUREAU OF STREET CLEANING, QUEENS)
 DRIVER (BUREAU OF STREET CLEANING, RICHMOND)
 HOSTLER (DEPARTMENT OF STREET CLEANING)
 HOSTLER (BUREAU OF STREET CLEANING, QUEENS)
 HOSTLER (BUREAU OF STREET CLEANING, RICHMOND)
 STABLEMAN (DEPARTMENT OF STREET CLEANING)
 STABLEMAN (BUREAU OF STREET CLEANING, QUEENS)
 STABLEMAN (BUREAU OF STREET CLEANING, RICHMOND)

DUTIES—

Driver:

The duties of Drivers are to drive and care for horses while outside of the stable, to collect refuse and deliver it at a dump, transfer or disposal point, to operate and care for equipment, and in case of emergency to perform temporarily such other duties as may be assigned.

Hostler:

The duties of Hostlers are to care for, clean, feed and bed horses, and when required to clean stables.

Stableman:

The duties of Stablemen are to clean stables and equipment and to perform such other services in stables as may be required.

QUALIFICATIONS—

Driver (Department of Street Cleaning):

1. A certificate of fitness to perform the duties of Driver, issued by the School for Recruits of the Department of Street Cleaning.

Driver (Bureau of Street Cleaning, Queens), Driver (Bureau of Street Cleaning, Richmond), Hostler (Department of Street Cleaning), Hostler (Bureau of Street Cleaning, Queens), Hostler (Bureau of Street Cleaning, Richmond), Stableman (Department of Street Cleaning), Stableman (Bureau of Street Cleaning, Queens), Stableman (Bureau of Street Cleaning, Richmond):

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Driver:

Range of annual compensation—\$768 to \$888 inclusive.

Salary rates—\$768, \$792, \$816, \$840, \$864, \$888.

Hostler:

Range of annual compensation—\$744 to \$864 inclusive.

Salary rates—\$744, \$768, \$792, \$816, \$840, \$864.

Stableman:

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

Persons temporarily employed as Drivers, Hostlers or Stablemen, designated as Extra Drivers, Hostlers or Stablemen, shall receive a per diem rate of 1-313 of the minimum annual rate prescribed for the position in question.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Driver:

\$768	1 year
792	1 "
816	1 "
840	2 years
864	2 "

Hostler:

\$744	1 year
768	1 "
792	1 "
816	2 years
840	2 "

Stableman:

\$720	1 year
744	1 "
768	1 "
792	2 years
816	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications****TITLES OF POSITIONS—**

At present there are no Drivers, Hostlers or Stablemen in the Bureau of Street Cleaning, Queens. The title is designed to provide for future needs. Employes in the Bureaus of Street Cleaning in the Boroughs of Queens and Richmond acting as assistants to Drivers in the loading of horse-drawn collection vehicles will continue to be employed and compensated as unskilled laborers. Positions of Hostler and Stableman in other departments and bureaus will be found in the Unskilled and Miscellaneous Supervisory Service. The same range of salary is recommended in all departments.

GRADE 2 (S K 2)**TITLES OF POSITIONS—**

ASSISTANT STABLE FOREMAN (DEPARTMENT OF STREET CLEANING)

DUTIES—

The duties of incumbents of these positions are to execute definite instructions from Stable Foremen relative to the care, maintenance and operation of a stable, the supervision of Drivers, Hostlers and Stablemen while in the stable, the care of horses and equipment and the keeping of necessary records, and to perform the duties of Stable Foremen in their absence.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. Not less than three years of experience in Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$936 to \$1032 inclusive.

Salary rates—\$936, ~~\$984~~, \$1032.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$936	1 year
984	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

Assistant Stable Foremen are not required in the Bureau of Street Cleaning, Richmond.

COMPENSATION—

At present there are no Assistant Stable Foremen in the Bureau of Street Cleaning, Queens. The compensation of these employes when stables are established in this borough will depend upon the size of the stables, that is, upon the number of horses, carts and men, as compared with the stables in the Department of Street Cleaning.

GRADE 3 (S K 3)**TITLES OF POSITIONS—**

STABLE FOREMAN (DEPARTMENT OF STREET CLEANING)

STABLE FOREMAN (BUREAU OF STREET CLEANING, RICHMOND)

DUTIES—

The duties of incumbents of these positions, which involve responsibility for the care, maintenance and operation of a stable, are to execute definite instructions from District Superintendents relative to the supervision of Drivers, Hostlers and Stablemen while in the stable, the care of horses, equipment and supplies, and the keeping of necessary records.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. Not less than one year of experience in Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1080 to \$1320 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260, \$1320.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1080	1 year
1140	1 "
1200	2 years
1260	2 "

NOTES ON GRADE 3 .**Not Submitted for Adoption as Part of the Standard Specifications****COMPENSATION—**

At present there are no Stable Foremen in the Bureau of Street Cleaning, Queens. The compensation of these employes when stables are established in this borough will depend upon the size of the stables, that is, upon the number of horses, carts and men, as compared with the stables in the Department of Street Cleaning.

MOTOR REFUSE COLLECTOR GROUP

SYMBOL (S M)

The term Motor Refuse Collector Group is applied to those offices or employments of the Street Cleaning Service in which incumbents are required to load or to supervise the loading of collection equipment, and to drive and care for motor-driven equipment.

GRADE 1 (S M 1)

TITLES OF POSITIONS—

LOADER (DEPARTMENT OF STREET CLEANING)

DUTIES—

The duties of incumbents of these positions are to load refuse collection equipment and in case of emergency to perform temporarily such other duties as may be assigned.

QUALIFICATIONS—

1. A certificate of fitness to perform the duties of Loader, issued by the School for Recruits of the Department of Street Cleaning.

COMPENSATION—

Range of annual compensation—\$816 to \$888 inclusive.

Salary rates—\$816, \$840, \$864, \$888.

Persons temporarily employed as Loaders, designated as Extra Loaders, shall receive a per diem rate of 1-313 of the minimum annual rate prescribed for the position of Loader.

\$24 in addition to the rate which he is receiving may be paid to one of each gang of Loaders who is assigned as leader of the gang.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$816	1 year
840	1' "
864	2 years

NOTES ON MOTOR REFUSE COLLECTOR GROUP

Not Submitted for Adoption as Part of the Standard Specifications

This group provides for new positions necessitated by the establishment of a model street cleaning district and by the beginning of the motorization of the Street Cleaning Department. Each motor will be in charge of a Driver who will so far as possible supervise the work of Loaders. Provision is, however, made for the designation of a Chief of Loaders, who will receive an additional compensation of \$24 per annum. As far as possible, positions as Motor Driver will be filled by the assignment of Drivers and other uniformed employes after a period of apprenticeship in the School for Recruits, Drivers, Sweepers, or other uniformed employes may be assigned to the School for Recruits for the purpose of training as Motor Drivers. While serving under the office title of Recruit Motor Drivers, they will receive the per diem wage fixed for their regular positions. Recruit Motor Drivers appointed from original Civil Service eligible lists will receive a per diem rate of \$2.50. After a period of trial not exceeding three months, Recruit Motor Drivers whose work has been satisfactory will receive from the School for Recruits a certificate of fitness to perform the duties of regular Motor Drivers. Those whose work has been unsatisfactory will be dismissed from the department if appointed from an original Civil Service list, or will return to their former positions if uniformed employes under special assignment. Uniformed employes or others who have received a certificate of fitness to act as Motor Drivers may be assigned temporarily or appointed permanently as Motor Drivers. While serving on a temporary basis as Motor Drivers they will receive 1-313 of the minimum rate prescribed for the permanent position of Motor Driver.

NOTES ON GRADE 1

GRADE 2 (S M 2)**TITLES OF POSITIONS—**

RECRUIT MOTOR DRIVER (DEPARTMENT OF STREET CLEANING)
 MOTOR DRIVER (DEPARTMENT OF STREET CLEANING)
 MOTOR DRIVER (BUREAU OF STREET CLEANING, RICHMOND)

DUTIES—**Recruit Motor Driver (Department of Street Cleaning):**

The duties of Recruit Motor Drivers (Department of Street Cleaning) are to receive such instructions and perform such work as may be required in the School for Recruits of the Department of Street Cleaning, relative to the driving and operation of motor-driven equipment, the supervision of the collection of refuse, the delivery of refuse at a dump, transfer or disposal point, and the care of equipment.

Motor Driver (Department of Street Cleaning), Motor Driver (Bureau of Street Cleaning, Richmond):

The duties of Motor Drivers (Department of Street Cleaning) and Motor Drivers (Bureau of Street Cleaning, Richmond) are to drive and operate motor-driven collection equipment, to collect or to supervise the collection of refuse, to deliver refuse at a dump, transfer or disposal point, and to care for equipment in their charge, or in case of emergency to perform temporarily such other duties as may be assigned.

QUALIFICATIONS—**Recruit Motor Driver (Department of Street Cleaning), Motor Driver (Bureau of Street Cleaning, Richmond):**

1. Service in Grade 1 of the Street Cleaner, Refuse Collector, or Refuse Disposer Groups of the Street Cleaning Service.
2. The minimum qualifications prescribed for Grade 1 of the Motor Driver Group of the Skilled Trades Service.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

The minimum qualifications shall consist of 1 and 3 or 2 and 3.

Motor Driver (Department of Street Cleaning):

1. A certificate of fitness to perform the duties of Motor Driver issued by the School for Recruits of the Department of Street Cleaning.

COMPENSATION—**Recruit Motor Driver (Department of Street Cleaning):**

For a uniformed employe of the Department of Street Cleaning on assignment, the rate paid in the regular position from which the employe was assigned.

Motor Driver (Department of Street Cleaning):

Range of annual compensation—\$888 to \$960 inclusive.

Salary rates—\$888, \$924, \$960.

Motor Driver (Bureau of Street Cleaning, Richmond):

Range of annual compensation—\$852 to \$924 inclusive.

Salary Rates—\$852, \$888, \$924.

Persons temporarily employed as Motor Drivers, designated as Extra Motor Drivers, shall receive a per diem rate of 1-313 of the minimum annual rate prescribed for the position of Motor Driver.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Motor Driver (Department of Street Cleaning):

\$888	1 year
924	2 years

Motor Driver (Bureau of Street Cleaning, Richmond):

\$852	1 year
888	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

Recruit Motor Driver (Department of Street Cleaning) is an office title for employees under assignment from positions in Grade 1 of the Street Cleaner, Refuse Collector or Refuse Disposer Groups of the Street Cleaning Service.

REFUSE DISPOSER GROUP

SYMBOL (S D)

The term Refuse Disposer Group is applied to those offices or employments of the Street Cleaning Service in which incumbents are required to assist in or to direct, supervise or report on the operation of a dump, transfer or disposal point.

GRADE 1 (S D 1)

TITLES OF POSITIONS—

BOARDMAN (DEPARTMENT OF STREET CLEANING)
BOARDMAN (BUREAU OF STREET CLEANING, QUEENS)

DUTIES—

Boardman (Department of Street Cleaning):

The duties of Boardmen (Department of Street Cleaning) are to assist in and to record minor information relative to the operation of dumps, transfer or disposal points and in case of emergency to perform temporarily such other duties as may be assigned.

Boardman (Bureau of Street Cleaning, Queens):

The duties of Boardmen (Bureau of Street Cleaning, Queens), are to perform or to supervise the work of leveling and disinfecting dumps, transfer or disposal points and to direct the unloading of carts.

QUALIFICATIONS—

Boardman (Department of Street Cleaning):

1. A certificate of fitness to perform the duties of Boardman, issued by the School for Recruits of the Department of Street Cleaning.

Boardman (Bureau of Street Cleaning, Queens):

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

Persons temporarily employed as Boardmen, designated as Extra Boardmen, shall receive a per diem rate of 1-313 of the minimum annual rate prescribed for the position of Boardman.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$720	1 year
744	1 "
768	1 "
792	2 years
816	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (S D 2)**TITLES OF POSITIONS—****ASSISTANT DUMP FOREMAN (DEPARTMENT OF STREET CLEANING)****ASSISTANT DUMP FOREMAN (BUREAU OF STREET CLEANING, QUEENS)****DUTIES—****Assistant Dump Foreman (Department of Street Cleaning):**

The duties of Assistant Dump Foremen (Department of Street Cleaning) are to execute definite instructions from Dump Foremen relative to the operation of a dump, transfer or disposal point, or relative to the recording of information, and to perform the duties of Dump Foremen in their absence.

Assistant Dump Foreman (Bureau of Street Cleaning, Queens):

The duties of Assistant Dump Foremen (Bureau of Street Cleaning, Queens) are to execute definite instructions from Dump Foremen relative to the inspection of a dump, transfer or disposal point, and to all reporting incident to its operation.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. Not less than three years of experience in Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Assistant Dump Foreman (Department of Street Cleaning):**

Range of annual compensation—\$936 to \$1032 inclusive.

Salary rates—\$936, \$984, \$1032.

Assistant Dump Foreman (Bureau of Street Cleaning, Queens):

Range of annual compensation—\$888 to \$984 inclusive.

Salary rates—\$888, \$936, \$984.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Assistant Dump Foreman (Department of Street Cleaning):

\$936	1 year
984	2 years

Assistant Dump Foreman (Bureau of Street Cleaning, Queens):

\$888	1 year
936	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The present title of the Assistant Dump Foreman (Bureau of Street Cleaning, Queens) is Assistant Dump Inspector.

GRADE 3 (S D 3)**TITLES OF POSITIONS—****DUMP FOREMAN (DEPARTMENT OF STREET CLEANING)****DUMP FOREMAN (BUREAU OF STREET CLEANING, QUEENS)****DUTIES—****Dump Foreman (Department of Street Cleaning):**

The duties of Dump Foremen (Department of Street Cleaning), which involve responsibility for the operation of a dump, transfer or disposal point, are to execute definite instructions relative to the supervision, inspection and recording of the dumping of loads and the loading, shifting, recording and removing of scows or other conveyances.

Dump Foreman (Bureau of Street Cleaning, Queens):

The duties of Dump Foremen (Bureau of Street Cleaning, Queens), are to inspect dumps, transfer or disposal points, and to make reports as to their general condition, the men on duty, and the kind of material deposited.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. Not less than one year of experience in Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Dump Foreman (Department of Street Cleaning):**

Range of annual compensation—\$1140 to \$1380 inclusive.

Salary rates—\$1140, \$1200, \$1260, \$1320, \$1380.

Dump Foreman (Bureau of Street Cleaning, Queens):

Range of annual compensation—\$1080 to \$1320 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260, \$1320.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Dump Foreman (Department of Street Cleaning):

\$1140	1 year
1200	1 "
1260	2 years
1320	2 "

Dump Foreman (Bureau of Street Cleaning, Queens):

\$1080	1 year
1140	1 "
1200	2 years
1260	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The present title of the Dump Foreman (Bureau of Street Cleaning, Queens) is Dump Inspector.

SUPERVISOR GROUP

SYMBOL (S S)

The term Supervisor Group is applied to those offices or employments of the Street Cleaning Service in which incumbents are required to supervise either a specialized function or the routine work of the Department of Street Cleaning, or of the Bureau of Street Cleaning in Queens or Richmond, within the limits of a district, a borough, or the city, including the cleaning of streets, the collection, removal, transfer and disposal of refuse or snow, the removal of encumbrances from streets, and the inspection and care of all property belonging to the department.

GRADE 3 (S S 3)

TITLES OF POSITIONS—

RECORDER OF SNOW REMOVAL (DEPARTMENT OF STREET CLEANING)

DUTIES—

The duties of the incumbent of this position are to act as assistant to the Assistant Superintendent of Snow Removal and under his direction to supervise the recording of facts regarding snow fighting and snow removal, to take charge of and distribute special stationery used, and to perform the duties of the Assistant Superintendent of Snow Removal during his absence.

QUALIFICATIONS—

1. Service as Section Foreman, Stable Foreman, or Dump Foreman in the Street Cleaning Service, or in other positions recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

The rate paid in the regular position from which the employe was assigned.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The title Recorder of Snow Removal (Department of Street Cleaning) is the office title of an employe under assignment from a position as Section Foreman, Stable Foreman or Dump Foreman in the Street Cleaning Service, or from other positions recognized by the Municipal Civil Service Commission as qualifying.

GRADE 4 (SS 4)**TITLES OF POSITIONS—**

ASSISTANT DISTRICT SUPERINTENDENT (DEPARTMENT OF STREET CLEANING)

DISTRICT SUPERINTENDENT (BUREAU OF STREET CLEANING, RICHMOND)

DISTRICT SUPERINTENDENT (BUREAU OF STREET CLEANING, QUEENS)

DUTIES—**Assistant District Superintendent (Department of Street Cleaning):**

The duties of Assistant District Superintendents (Department of Street Cleaning) are to assist District Superintendents in the direction, supervision, inspection and reporting of street cleaning work within a district, to have special charge of stable work, and to perform the work of District Superintendents during their absence.

District Superintendent (Bureau of Street Cleaning, Richmond):

The duties of District Superintendents (Bureau of Street Cleaning, Richmond) are to be responsible for the regular operations of the Bureau of Street Cleaning within the limits of a district, including the supervision, inspection and reporting of the work of cleaning streets, the collection, removal and dumping of sweepings, dirt and snow, the removal of encumbrances from the streets, and the inspection and care of property belonging to the department, except in so far as any of the above work shall be assigned to other officers; or when so assigned, to take charge of the operation of stables, the collection and removal of refuse other than sweepings or dirt, and special work on destructors.

District Superintendent (Bureau of Street Cleaning, Queens):

The duties of District Superintendents (Bureau of Street Cleaning, Queens) are to be responsible for the regular operations of the Bureau of Street Cleaning within the limits of a district, including the supervision, inspection and reporting of the work of cleaning streets, the separation, collection, removal and dumping of dirt, refuse or snow, and the inspection and care of property belonging to the department, except in so far as any of the above work shall be assigned to other officers.

QUALIFICATIONS—**Assistant District Superintendent (Department of Street Cleaning):**

1. Not less than one year of experience as Section Foreman, Stable Foreman or Dump Foreman in the Street Cleaning Service.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

District Superintendent (Bureau of Street Cleaning, Richmond), District Superintendent (Bureau of Street Cleaning, Queens):

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Assistant District Superintendent (Department of Street Cleaning), District Superintendent (Bureau of Street Cleaning, Richmond):**

Range of annual compensation—\$1500 to \$1740 inclusive.

Salary rates—\$1500, \$1620, \$1740.

District Superintendent (Bureau of Street Cleaning, Queens):

Range of annual compensation—\$1620 to \$1920 inclusive.

Salary rates—\$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Assistant District Superintendent (Department of Street Cleaning), District Superintendent (Bureau of Street Cleaning, Richmond):

\$1500	1 year
1620	2 years

District Superintendent (Bureau of Street Cleaning, Queens):

\$1620	1 year
1740	2 years

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The present title of the District Superintendent (Bureau of Street Cleaning, Richmond) is Inspector.

GRADE 5 (SS5)**TITLES OF POSITIONS—**

DISTRICT SUPERINTENDENT (DEPARTMENT OF STREET CLEANING)
 ASSISTANT SUPERINTENDENT OF FINAL DISPOSITION (DEPARTMENT OF
 STREET CLEANING)
 ASSISTANT SUPERINTENDENT OF SNOW REMOVAL (DEPARTMENT OF
 STREET CLEANING)
 ASSISTANT SUPERINTENDENT (BUREAU OF STREET CLEANING, RICH-
 MOND)

DUTIES—**District Superintendent (Department of Street Cleaning):**

The duties of District Superintendents (Department of Street Cleaning) are, to be responsible for the regular operations of the Department of Street Cleaning within the limits of a district, including the supervision, inspection and reporting of the work of cleaning streets, the separation, collection, removal and dumping of dirt, refuse or snow, the removal of encumbrances from the streets, and the inspection and care of property belonging to the department; except in so far as any of the above work shall be assigned to other officers; or when under special assignment, to act as Borough Superintendent in The Bronx, to assist the Deputy Commissioner in charge of that borough in all matters of policy in the operations of the Department of Street Cleaning and to be responsible for the routine operations of the department within the limits of that borough; or to act as Superintendent of Inspection and Instruction and to be responsible for the investigation and inspection of the routine work of the Department of Street Cleaning and for the instruction of department forces in routine or special operations carried on by the department, including the management of the School for Recruits; or to act as Assistant to the Superintendent of Inspection and Instruction.

Assistant Superintendent of Final Disposition (Department of Street Cleaning):

The duties of the Assistant Superintendent of Final Disposition (Department of Street Cleaning) are to assist the Superintendent of Final Disposition, to be responsible for the performance of assigned duties and to carry on the work of the Superintendent of Final Disposition during his absence.

Assistant Superintendent of Snow Removal (Department of Street Cleaning):

The duties of the Assistant Superintendent of Snow Removal (Department of Street Cleaning), which are performed in the central office and are subject to the direction of the Superintendent of Snow Removal, are to be responsible for routine operations involved in the direction and recording of the work of snow fighting and snow removal, to perform the duties of the Superintendent of Snow Removal during his absence and to assist him in all matters relating to such work, including the preparation, assignment, distribution and recording of special equipment or supplies used in snow removal, the transmission of orders, the receiving and recording of reports, the calculation of quantities and the supervision of the central office force engaged in the above work.

Assistant Superintendent (Bureau of Street Cleaning, Richmond):

The duties of the Assistant Superintendent (Bureau of Street Cleaning, Richmond) are to assist the Superintendent (Bureau of Street Cleaning, Richmond), to be responsible for the performance of assigned duties, and to carry on the work of the Superintendent during his absence.

QUALIFICATIONS—

District Superintendent (Department of Street Cleaning), Assistant Superintendent of Final Disposition (Department of Street Cleaning), Assistant Superintendent (Bureau of Street Cleaning, Richmond):

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than one year of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Assistant Superintendent of Snow Removal (Department of Street Cleaning):

1. The minimum qualifications prescribed for Grade 3 or Grade 4.
2. If appointed by promotion, not less than one year of experience in Grade 3 or Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3 or Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1920 to \$2460 inclusive.

Salary rates—\$1920, \$2100, \$2280, \$2460.

An additional compensation of \$240 shall be paid to the District Superintendent (Department of Street Cleaning) who is assigned as Borough Superintendent of The Bronx and to the District Superintendent (Department of Street Cleaning) who is assigned as Superintendent of Inspection and Instruction.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1920	1 year
2100	2 years
2280	2 years

NOTES ON GRADE 5

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 6 (S S 6)**TITLES OF POSITIONS—**

ASSISTANT GENERAL SUPERINTENDENT (DEPARTMENT OF STREET
CLEANING)
BOROUGH SUPERINTENDENT (DEPARTMENT OF STREET CLEANING,
BROOKLYN)
SUPERINTENDENT OF FINAL DISPOSITION (DEPARTMENT OF STREET
CLEANING)
SUPERINTENDENT (BUREAU OF STREET CLEANING, QUEENS)
SUPERINTENDENT (BUREAU OF STREET CLEANING, RICHMOND)

DUTIES—**Assistant General Superintendent (Department of Street Cleaning):**

The duties of the Assistant General Superintendent (Department of Street Cleaning) are to assist the General Superintendent (Department of Street Cleaning) in the work devolving upon him as head of the uniformed force and in the supervision of all operations of the Department of Street Cleaning within the Borough of Manhattan.

Borough Superintendent (Department of Street Cleaning, Brooklyn):

The duties of the Borough Superintendent (Department of Street Cleaning, Brooklyn) are to assist the Deputy Commissioner in charge of the Borough of Brooklyn in all matters of policy in the operations of the Department of Street Cleaning, and to be responsible for the routine operations of the department within the limits of that borough.

Superintendent of Final Disposition (Department of Street Cleaning):

The duties of the Superintendent of Final Disposition (Department of Street Cleaning) are to be responsible for the proper removal and disposal of refuse delivered at dumping or disposal points and for the supervising, recording and reporting of disposal work done by the department or by contractors.

Superintendent (Bureau of Street Cleaning, Queens):

The duties of the Superintendent (Bureau of Street Cleaning, Queens) are to be responsible for the routine operations of the bureau within that borough, including the supervision, inspection and reporting of the work of cleaning streets, the separation, collection, removal and disposal of dirt, refuse or snow, the inspection and care of property belonging to the bureau, and the investigation of complaints, except in so far as any of the above work shall be assigned to other officers.

Superintendent (Bureau of Street Cleaning, Richmond):

The duties of the Superintendent (Bureau of Street Cleaning, Richmond) include those outlined above for Superintendent (Bureau of Street Cleaning, Queens) and in addition, the removal of encumbrances from streets.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 5.
2. If appointed by promotion, not less than one year of experience in Grade 5, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 5.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Assistant General Superintendent (Department of Street Cleaning):**

Range of annual compensation—\$2700 to \$2940 inclusive.

Salary rates—\$2700, \$2940.

Borough Superintendent (Department of Street Cleaning, Brooklyn), Superintendent of Final Disposition (Department of Street Cleaning), Superintendent (Bureau of Street Cleaning, Queens), Superintendent (Bureau of Street Cleaning, Richmond):

Range of annual compensation—\$2940 to \$3180 inclusive.

Salary rates—\$2940, \$3180.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 6**Not Submitted for Adoption as Part of the Standard Specifications****COMPENSATION—**

The rates, \$2940 to \$3180, for Superintendent (Bureau of Street Cleaning, Queens) and Superintendent (Bureau of Street Cleaning, Richmond) apply as long as these bureaus remain units separate from the Department of Street Cleaning. The higher rates are recommended because of the greater independent responsibility of the Superintendent under the borough government.

GRADE 7 (S S 7)**TITLES OF POSITIONS—**

GENERAL SUPERINTENDENT (DEPARTMENT OF STREET CLEANING)

DUTIES—

The duties of the incumbent of this position are to be responsible for work devolving upon him as head of the uniformed force, to act as Borough Superintendent of the Borough of Manhattan and to assist the Commissioner in all matters of policy concerning the uniformed force and in the preparation, transmission and enforcement of orders, charges and instructions.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 6.
2. Not less than one year of experience in Grade 6, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 6.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3180 to \$3660 inclusive.

Salary rates—\$3180, \$3420, \$3660.

NOTES ON GRADE 7**Not Submitted for Adoption as Part of the Standard Specifications**

SKILLED TRADES SERVICE**SYMBOL (T)**

The term Skilled Trades Service is applied to those offices or employments the duties of whose incumbents are to perform manual work requiring experience and skill in a recognized trade or handicraft or to supervise the performance of such work.

BOOKBINDER GROUP

SYMBOL (T D)

The term Bookbinder Group is applied to those employments of the Skilled Trades Service in which incumbents are required to bind and repair books or to perform other duties peculiar to the bookbinding trade.

GRADE 1 (T D 1)

TITLES OF POSITIONS—

BOOKBINDER

DUTIES—

The duties of incumbents of these positions are to fold, sew and finish book work, to bind loose leaves, to repair broken binding and torn leaves, to mount maps, to patch and rebind old records, to rule paper, to make filing boxes, and on special to patch and rebind old records, to rule paper, to make filing boxes, on special work to do marbling, gilt-edging and lettering, and to perform such other work as may properly be required of bookbinders.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:

Bookbinder—\$1140 to \$1320* inclusive. Salary rates—\$1140, \$1200, \$1260, \$1320.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* The rates of \$1260 and \$1320 are established as maximum rates for Bookbinders who perform independently the most difficult and responsible work, such as being responsible for all the work of an important plant.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

BUILDER GROUP

SYMBOL (T B)

The term Builder Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the bricklaying, cement-mason, flagging, glazing, marble-setting, paving, plastering, ramming, stone-cutting and stone-mason trades.

GRADE 1 (T B 1)

TITLES OF POSITIONS—

BRICKLAYER
CEMENT-MASON
FLAGGER
GLAZIER
MARBLE-SETTER
MASON (SEWER REPAIRS)
PAVER
PLASTERER
RAMMERSMAN
STONE-CUTTER
STONE-MASON

DUTIES—

Bricklayer:

The duties of Bricklayers are to lay bricks to line and grade in or upon any structure or form of work; to do fireproofing, block arching, terra cotta cutting and setting; to lay and cut tile, plaster, mineral wool and cork blocks or any substitute therefor; to cut, rub and grind brick; to set cut stone trimmings of brick buildings; to perform such other work as may properly be required of bricklayers.

Cement-mason:

The duties of Cement-masons are to lay out, grade and lay cement floors, pavements and sidewalks; to perform such other work as may properly be required of cement masons.

Flagger:

The duties of Flaggers are to set, reset and firmly bed curbs and flags; to lay cross walks and pavement to line and grade; to perform such other work as may properly be required of flaggers.

Glazier:

The duties of Glaziers are to cut and fit glass for sash, picture and map frames; to install glass, sash cord and sash chains; to putty and re-putty sash whenever necessary; to perform such other work as may properly be required of glaziers.

Marble-setter:

The duties of Marble-setters are to set marble, slate stone, glass and artificial imitations of the same; to set the interior marble work in buildings; to perform such other work as may properly be required of marble-setters.

Mason (Sewer Repairs):

The duties of Masons (Sewer Repairs), which involve supervision of laborers excavating and sheathing the trench and backfill, are to lay rubble masonry, concrete foundations and new brick masonry; to relay and patch old brick work; to set and reset basin heads, manhole heads, vitrified pipe, sewers and culverts; to adjust masonry in resetting manhole heads to grade and to make such reports as may be required.

Paver:

The duties of Pavers are to lay pavement; to keep the course of stone or wood blocks even and straight; to break joints properly and to make closure; to fit pavement around manholes and water gates; to regulate sand cushions to the required crown of street; to perform such other work as may properly be required of pavers.

Plasterer:

The duties of Plasterers are to do interior or exterior plastering, plain or ornamental, with stucco, cement and lime mortars or patent materials; to do artificial marble work and composition work in all its branches; to cover walls, ceilings, piers, columns, or any part of a construction with any plastic material; to perform such other work as may properly be required of plasterers.

Rammersman:

The duties of Rammersmen are to ram down stone to a solid base; to regulate the finished surface; to give all necessary assistance to the paver; to perform such other work as may properly be required of rammersmen.

Stone-cutter:

The duties of Stone-cutters are to cut, dress, joint and set granite, limestone or other hard stone for curbs, sills, walls, steps, arches, lintels and building blocks; to perform other repair or new work, including street work, and rock faced ashlar; to do polishing; to make up, sharpen or dress tools by hand or machine; to perform such other work as may properly be required of stone-cutters.

Stone-mason:

The duties of Stone-masons are to lay rubble work with or without mortar; to set cut stone, marble, slate or manufactured stone; to cut shoddies or roughly dressed ashlar; to dress jambs, corner stones and ringstones; to clean and point stone work; to cut, set and point cement blocks or artificial stone; to do repair work; to perform such other work as may properly be required of stone-masons.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

- Bricklayer—\$1560 to \$1680 inclusive. Salary rates—\$1560, \$1620, \$1680.
- Flagger—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.
- Glazier—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.
- Cement-mason, Marble-setter, Mason (Sewer Repairs), Paver, Stone-cutter—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.
- Plasterer—\$1440 to \$1560 inclusive. Salary rates—\$1440, \$1500, \$1560.
- Rammersman—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.
- Stone-mason—\$1260 to \$1380 inclusive. Salary rates—\$1260, \$1320, \$1380.

Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:

Bricklayer—\$1440 to \$1560 inclusive. Salary rates—\$1440, \$1500, \$1560.
 Flagger—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.
 Glazier—\$840 to \$960 inclusive. Salary rates—\$840, \$900, \$960.
 Cement-mason, Marble-setter, Mason (Sewer Repairs), Paver, Stone-cutter
 —\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.
 Plasterer—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.
 Rammersman—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.
 Stone-mason—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Bricklayer	\$6.00	per day, 8 hours
Cement-mason	5.00	" " "
Flagger	4.50	" " "
Glazier	3.50	" " "
Marble-setter	5.00	" " "
Mason (Sewer Repairs)	5.00	" " "
Paver	5.00	" " "
Plasterer	5.50	" " "
Rammersman	4.00	" " "
Stone-cutter	5.00	" " "
Stone-mason	4.80	" " "

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

DIVER GROUP**SYMBOL (T V)**

The term Diver Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform or to assist in the performance of submarine investigation or other work requiring the use of a diver's equipment.

GRADE 1 (T V 1)**TITLES OF POSITIONS—****ASSISTANT DIVER****DUTIES—**

The duties of incumbents of these positions are to adjust, remove and under direction to repair diver's apparatus; to hold the air supply pipe; to receive from and convey to the diver, while under water, by means of signal rope any instructions necessary; and to supervise the work of employees operating the air pump.

QUALIFICATIONS—

1. Experience in operating air pumps for divers.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Per diem rate—\$3.50.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T V 2)**TITLES OF POSITIONS—**

DIVER

DUTIES—

The duties of incumbents of these positions, which are performed under the direction of chief divers or engineers, are to explore or gather objects under water; to handle a suction pump for removing debris; to arrange explosives for blasting; to place materials for foundations; to perform such other work as may properly be required of divers.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Hourly rate—\$1.25.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (T V 3)**TITLES OF POSITIONS—****CHIEF DIVER****DUTIES—**

The duties of incumbents of these positions are to assign and supervise the work of Employees in Grades 1 and 2, to inspect and oversee the purchase of divers' apparel, to arrange explosives and when necessary to perform independently the most difficult and responsible submarine investigations.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1620 to \$1920 inclusive.

Salary rates—\$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1620	2 years
1740	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

ELECTRICAL WORKER GROUP

SYMBOL (T E)

The term Electrical Worker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform work not requiring professional education or training in the installation, operation and repair of electrical equipment.

GRADE 1 (T E 1)

TITLES OF POSITIONS—

LINEMAN

ASSISTANT ELECTRICIAN

DUTIES—

Lineman:

The duties of Linemen are to erect, climb and remove poles and to run cables and wires overhead or underground.

Assistant Electrician:

The duties of Assistant Electricians are to assist Electricians in construction and repair work, to string electric wires, to charge and repair electric batteries and to perform under supervision such other electrical work as may be required.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$960 to \$1140 inclusive.

Salary rates—\$960, \$1020, \$1080, \$1140.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T E 2)**TITLES OF POSITIONS—**

ELECTRICIAN
CABLE SPLICER
FOREMAN LINEMAN

DUTIES—**Electrician:**

The duties of Electricians are to install electric appliances, to set and repair meters, to install and repair motors, dynamos, switchboards, electric fans and other electric fixtures, to assemble and repair electric machines and to perform such other work as may properly be required of Electricians.

Cable Splicer:

The duties of Cable Splicers are to splice electric cables, to assist in their installation and to perform such other work as may properly be required of Cable Splicers.

Foreman Lineman:

The duties of Foremen Linemen, which involve supervision of the work of Linemen in Grade 1 and of other employes, are to be responsible for the erection and removal of poles and the stringing of wires and cables.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Electrician—\$1260 to \$1380 inclusive. Salary rates—\$1260, \$1320, \$1380.

Cable Splicer—\$1260 to \$1440 inclusive. Salary rates—\$1260, \$1320, \$1380, \$1440.

Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:

Electrician—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

Cable Splicer—\$1140 to \$1320 inclusive. Salary rates—\$1140, \$1200, \$1260, \$1320.

An additional compensation of \$180 may be paid to Electricians engaged in X-ray work.

Foreman Lineman:

Range of annual compensation—\$1200 to \$1320 inclusive.

Salary rates—\$1200, \$1320.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rate is recommended, which appears to be the prevailing rate at the present time:*

Electrician \$4.80 per day, 8 hours

* Persons working under this title may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (T E 3)**TITLES OF POSITIONS—**

FOREMAN ELECTRICIAN
FOREMAN CABLE SPLICER

DUTIES—**Foreman Electrician:**

The duties of Foremen Electricians, which involve supervision of the work of employes in Grades 1 and 2, are to be responsible for the proper installation, maintenance and repair of electric appliances, machinery, wires and equipment.

Foreman Cable Splicer:

The duties of Foremen Cable Splicers, which involve supervision of Cable Splicers in Grade 2, are to be responsible for the proper splicing and installation of electric cables.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Foreman Electrician:**

Range of annual compensation—\$1500 to \$1620 inclusive.

Salary rates—\$1500, \$1620.

Foreman Cable Splicer:

Range of annual compensation—\$1560 to \$1680 inclusive.

Salary rates—\$1560, \$1680.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

ENGINEMAN GROUP

SYMBOL (T G)

The term Engineman Group is applied to those employments of the Skilled Trades Service in which incumbents are required to operate and repair all machinery used in the production of light, heat and power for buildings, power for steam rollers, large cranes, or for hoisting and pile driving, or to supervise such work.

GRADE 1 (T G 1)

TITLES OF POSITIONS—

FIREMAN
OILER

DUTIES—

Fireman:

The duties of Firemen are to maintain proper pressure in boilers; to do such cleaning and painting work as is required to keep the boilers and boiler room in proper condition; to see that the proper quantity of water is pumped into the boilers; to perform such other related work as may be assigned by the Engineman.

Oiler:

The duties of Oilers are to oil and clean machinery, to clean engine rooms, to assist in repair work and to perform such other related work as may be assigned by the Engineman.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:

Fireman—\$828 to \$900 inclusive. Salary rates—\$828, \$852, \$876, \$900.

Oiler—\$900 to \$972 inclusive. Salary rates—\$900, \$924, \$948, \$972.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Fireman	\$3.00 per day, 8 hours
Oiler	3.00 " " 8 "

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Fireman:

\$828	1 year
852	1 "
876	2 years

Oiler:

\$900	1 year
924	1 "
948	2 years

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T G 2)**TITLES OF POSITIONS—**

ENGINEMAN
 ENGINEMAN (STEAM ROLLER)
 ENGINEMAN (PILE DRIVER),

DUTIES—**Engineman:**

The duties of Enginemen, which involve supervision of firemen or laborers, are to operate and repair boilers, engines or other equipment used in the lighting, heating, ventilating, refrigeration and elevator service of a building, or in the development of power for a pumping station, or in hoisting or drilling.

Engineman (Steam Roller):

The duties of Enginemen (Steam Roller) are to operate and repair steam rollers used in the construction and maintenance of asphalt and macadam roads.

Engineman (Pile Driver):

The duties of Enginemen (Pile Driver) are to operate and repair engines, boilers and pumps used in pile driving and to operate boilers with drill or hoister attachment.

QUALIFICATIONS—

1. A license granted by the State of New York to work as a licensed stationary engineer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Engineman—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Engineman (Steam Roller), Engineman (Pile Driver)—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates are recommended, which appear to be the prevailing rates at the present time:*

Engineman	\$4.50 per day, 8 hours
Engineman (Steam Roller).....	5.00 " " 8 "
Engineman (Pile Driver).....	5.00 " " 8 "

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (T G 3)**TITLES OF POSITIONS—****SUPERVISING ENGINEMAN****DUTIES—**

The duties of incumbents of these positions, which involve supervision of at least two or more Enginemen in Grade 2, and of Firemen, Stokers, Artisans, Helpers and other employes, and which may or may not involve covering one shift, are to supervise and be responsible for the installation, operation and maintenance of boilers, engines and other equipment used in the lighting, heating, ventilating, refrigeration, sewage and elevator service of the largest buildings or groups of buildings, and where required to be responsible for the care and upkeep of institutional buildings and grounds or of schools, or for the development of power in the largest pumping stations, or in small groups of pumping stations.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Supervising Engineman in Charge of Large Plants or Institutions Not Covering a shift:**

Range of annual compensation without maintenance—\$1740 to \$2100 inclusive.

Salary rates—\$1740, \$1920, \$2100.

Range of annual compensation with maintenance—\$1320 to \$1560 inclusive.

Salary rates—\$1320, \$1440, \$1560.

Supervising Engineman Covering One Shift in Smaller Buildings and Institutions:

Range of annual compensation without maintenance—\$1620 to \$1920 inclusive.

Salary rates—\$1620, \$1740, \$1920.

Range of annual compensation with maintenance—\$1200 to \$1440 inclusive.

Salary rates—\$1200, \$1320, \$1440.

Supervising Engineman in Charge of Large Pumping Station or Small Group of Pumping Stations:

Range of annual compensation without maintenance—\$1620 to \$2100 inclusive.

Salary rates—\$1620, \$1740, \$1920, \$2100.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Supervising Engineman in Charge of Large Plants or Institutions Not Covering a shift:

\$1740	\$1320	1 year
1920	1440	2 years

Supervising Engineman Covering One Shift in Smaller Buildings and Institutions:

\$1620	\$1200	1 year
1740	1320	2 years

Supervising Engineman in Charge of Large Pumping Station or Small Group of Pumping Stations:

\$1620	1 year
1740	2 years
1920	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Supervising Engineman in the Municipal Building.

Supervising Engineman in the Hall of Records.

Supervising Engineman in the Kingston Avenue Hospital, Kings County Hospital, Metropolitan Hospital, City Hospital.

Supervising Engineman in charge of the Ridgewood Station or in charge of pumping stations in the Borough of Richmond of the Department of Water Supply, Gas and Electricity. (When Catskill water is furnished to all boroughs, this position may be abolished. The last two phrases of the duties definition may then be omitted, as no pumping stations will be required.)

Janitor Engineer in charge of the operation of high pressure plants in schools and of the maintenance of school buildings. (See also Janitor in the Caretaker Group of the Custodial Service.)

GRADE 4 (T G 4).**TITLES OF POSITIONS—****CHIEF ENGINEMAN****DUTIES—**

The duties of incumbents of these positions, which involve supervision of employes in Grades 1, 2 and 3, are to supervise and be responsible for the installation, operation and maintenance of boilers, engines and other equipment used in the development of power in a large number of pumping stations.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2280 to \$2460 inclusive.
Salary rates—\$2280, \$2460.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2280	2 years
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NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

This grade may be abolished when the Catskill aqueduct has been completed. No pumping stations will then be necessary.

FIRE TELEGRAPH DESPATCHER GROUP

SYMBOL (T H)

The term Fire Telegraph Despatcher Group is applied to those offices or employments of the Skilled Trades Service in which incumbents are required to receive and despatch fire alarms and other orders incidental to the movement of fire companies and equipment and to keep the fire alarm telegraph plant in working order, or to supervise such work.

GRADE 1 (T H 1)

TITLES OF POSITIONS—

FIRE TELEGRAPH DESPATCHER

DUTIES—

The duties of incumbents of these positions are to assist in receiving and despatching fire alarms and other orders incidental to the movement of fire companies and fire fighting equipment and in keeping the fire alarm plant in working order.

QUALIFICATIONS—

1. Evidence of ability to use the Morse telegraphic code and of familiarity with the principles of electric wiring and the installation of electrical apparatus, satisfactory to the Municipal Civil Service Commission.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Manhattan, Brooklyn:

Range of annual compensation—\$1200 to \$1500 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380, \$1440, \$1500.

The Bronx, Queens, Richmond:

Range of annual compensation—\$1200 to \$1440 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1200	1 year
1260	1 "
1320	1 "
1380	2 years
1440	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T H 2)**TITLES OF POSITIONS—****SENIOR FIRE TELEGRAPH DESPATCHER****DUTIES—**

The duties of incumbents of these positions, which involve supervision of employes in Grade 1, are to be responsible during a tour for receiving and despatching fire alarms and other orders incidental to the movement of fire companies and fire fighting equipment, and for assisting in keeping the fire alarm plant in working order in an entire borough.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Manhattan, Brooklyn:**

Range of annual compensation—\$1620 to \$1920 inclusive.

Salary rates—\$1620, \$1740, \$1920.

The Bronx, Queens, Richmond:

Range of annual compensation—\$1560 to \$1680 inclusive.

Salary rates—\$1560, \$1680.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1560	2 years
1620	2 "
1740	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (TH 3)**TITLES OF POSITIONS—**

CHIEF FIRE TELEGRAPH DESPATCHER*

DUTIES—

The duties of incumbents of these positions, which involve supervision of employes in Grades 1 and 2, are to be responsible for the proper despatching of fire alarms and orders incidental to the movement of the fire companies and fire fighting equipment of an entire borough and for keeping the fire alarm plant of the entire borough in working order, or to transmit necessary signals at sight of large fires and to act as instructor of the fire telegraph despatchers in the department, or to be responsible for the maintenance of the entire fire telegraph system.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Manhattan, Brooklyn:**

Range of annual compensation—\$2100 to \$2280 inclusive.
Salary rates—\$2100, \$2280.

The Bronx, Queens, Richmond:

Range of annual compensation—\$1800 to \$1980 inclusive.
Salary rates—\$1800, \$1980.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1800	2 years
2100	2 "

* The duties of the Chief Fire Telegraph Despatcher in charge of maintenance may also be performed under the title of Superintendent of Maintenance in Grade 5 of the Laborer Group of the Unskilled and Miscellaneous Supervisory Service.

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

LEATHER WORKER GROUP

SYMBOL (T L)

The term Leather Worker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the harness-making and shoemaking trades.

GRADE 1 (T L 1)

TITLES OF POSITIONS—

HARNESSMAKER
SHOEMAKER

DUTIES—

Harnessmaker:

The duties of Harnessmakers are to make and repair harness, saddles, collars, horse-boots, or anything made of leather or other fabric which a horse wears; to blacken, grease and rub up harness and saddle parts; to gum and put together harness; to trim gig-saddles and parts; to die out and finish harness and saddle parts; to cut and sew leather and operate a machine; to make halters, lines and traces; to re-line collars; to perform such other work as may properly be required of harnessmakers.

Shoemaker:

The duties of Shoemakers, which may include supervision of the work of inmates of institutions or other helpers, are to heel, sole, patch, mend, or otherwise repair shoes; to make slippers and to perform such other work as may properly be required of shoemakers.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:

Harnessmaker—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.
Shoemaker—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:

Harnessmaker—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.
Shoemaker—\$840 to \$960 inclusive. Salary rates—\$840, \$900, \$960.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Harnessmaker	\$4.00 per day, 8 hours
Shoemaker	3.50 " " 8 "

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

MARINE ENGINEMAN GROUP

SYMBOL (T N)

The term Marine Engineman Group is applied to those employments of the Skilled Trades Service in which incumbents are required to operate or to assist in the operation of the engineering equipment of steamboats.

GRADE 1 (T N 1)

TITLES OF POSITIONS—

MARINE STOKER
MARINE WATER TENDER
MARINE OILER

DUTIES—

Marine Stoker:

The duties of Marine Stokers are to maintain the proper pressure in steamboat boilers and, when necessary, to do such cleaning and painting work as is required to keep the boilers, boiler rooms and bilges in proper condition; to see that the proper quantity of water is pumped into the boilers; to perform such other related work as may be assigned by a superior officer.

Marine Water Tender:

The duties of Marine Water Tenders are to attend to the water in boilers, to assist and supervise the Marine Stokers in the municipal ferry service and to perform such other related work as may be assigned by a superior officer.

Marine Oiler:

The duties of Marine Oilers are to oil and clean machinery, to clean engine rooms, to assist in repair work and to perform such other related work as may be assigned by a superior officer.

QUALIFICATIONS—

Marine Stoker:

1. Experience as Fireman, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Marine Water Tender, Marine Oiler:

1. Experience as Marine Stoker, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:

Marine Stoker—\$828 to \$900 inclusive. Salary rates—\$828, \$852, \$876, \$900.
Marine Oiler, Marine Water Tender—\$900 to \$972 inclusive. Salary rates—\$900, \$924, \$948, \$972.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Marine Stoker	\$3.00 per day, 8 hours
Marine Water Tender	3.00 " " 8 "
Marine Oiler	3.00 " " 8 "

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Marine Stoker:

\$828	1 year
852	1 "
876	2 years

Marine Oiler, Marine Water Tender:

\$900	1 year
924	1 "
948	2 years

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T N 2)**TITLES OF POSITIONS—****MARINE ENGINEMAN****DUTIES—**

The duties of incumbents of these positions are to assist the Chief Marine Engineman in taking charge during a tour of duty of the engineering department of steamboats requiring this position, including the operation of engineering equipment, the supervision of employes in Grade 1, the care of and the making of minor and emergency repairs on all machinery and the preservation of general good order and cleanliness.

QUALIFICATIONS—

1. The license for this position issued by the United States Steamboat Inspectors.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1080 to \$1200 inclusive.

Salary rates—\$1080, \$1140, \$1200.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1080	1 year
1140	2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (T N 3)**TITLES OF POSITIONS—****CHIEF MARINE ENGINEMAN****DUTIES—**

The duties of incumbents of these positions are to take charge of and assume entire responsibility for the engineering department of a steamboat during a tour of duty, including the operation of engineering equipment, the supervision of employes in Grades 1 and 2, the care of and the making of minor and emergency repairs on all machinery and the preservation of general good order and cleanliness.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1 or Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 1 or Grade 2 when holding an engineer's license or, if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1 or Grade 2.
3. The license for this position, covering the tonnage, issued by the United States Steamboat Inspectors.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—

On vessels of less than 100 gross tons:

Range of annual compensation—\$1200 to \$1380 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380.

On vessels of not less than 100 and not exceeding 1000 gross tons:

Range of annual compensation—\$1380 to \$1680 inclusive.

Salary rates—\$1380, \$1440, \$1500, \$1560, \$1620, \$1680.

On vessels exceeding 1000 gross tons:

Range of annual compensation—\$1560 to \$1800 inclusive.

Salary rates—\$1560, \$1620, \$1680, \$1740, \$1800.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rate is recommended, which appears to be the prevailing rate at the present time:†

Chief Marine Engineman..... \$4.50 per day, 8 hours

SPECIAL REGULATION GOVERNING COMPENSATION—

On vessels of not less than 100 and not exceeding 1000 gross tons:

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

* Persons promoted from the lower to the higher tonnage vessels shall receive the salary rate nearest to that received before promotion and involving no decrease.

† Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

On vessels of less than 100 gross tons:

\$1200	1 year
1260	1 "
1320	2 years

On vessels of not less than 100 and not exceeding 1000 gross tons:

\$1380	1 year
1440	1 "
1500	1 "
1560	1 "
1620	2 years

On vessels exceeding 1000 gross tons:

\$1560	1 year
1620	1 "
1680	1 "
1740	2 years

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

MARINE OFFICER GROUP

SYMBOL (T O)

The term Marine Officer Group is applied to those offices or employments of the Skilled Trades Service in which incumbents are required to navigate or to assist in the navigation of vessels.

GRADE 1 (T O 1)

TITLES OF POSITIONS—

DECKHAND

DUTIES—

The duties of incumbents of these positions are to operate gates and gangplanks, to regulate passenger traffic, to load and unload freight, to handle lines, to clean boats, to act as lookout and to do such other related work as may be assigned.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$720	1 year
744	1 "
768	1 "
792	2 years
816	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T O 2)**TITLES OF POSITIONS—****MATE****DUTIES—**

The duties of incumbents of these positions are to supervise and assist deckhands in their work, to manipulate the steering wheel and signal apparatus when required and to assist the captain or pilot in the general management of the boat, including, on large passenger steamboats and ferryboats, all the duties ordinarily performed by quartermasters.

QUALIFICATIONS—

1. A Pilot's license issued by the United States Steamboat Inspectors with the necessary endorsement and authorization to act as Mate.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$888 to \$984 inclusive.

Salary rates—\$888, \$936, \$984.

Special Compensation:

Mates acting as Quartermasters on passenger steamboats or ferryboats of over 1000 gross tons*:

Range of annual compensation—\$936 to \$1032 inclusive.

Salary rates—\$936, \$984, \$1032.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$888	1 year
936	2 years

Mates acting as Quartermasters on passenger steamboats or ferryboats of over 1000 gross tons:

\$936	1 year
984	2 years

* Mates promoted to the work of Quartermaster on such boats shall receive the salary rate nearest to that received before promotion and involving no decrease.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (T O 3)**TITLES OF POSITIONS—**

PILOT

DUTIES—

The duties of incumbents of these positions are to take command of steamers and other craft under 100 gross tons requiring under the laws of the United States the services of a licensed pilot, to manipulate the steering wheel and signal apparatus and to assume entire responsibility for the management of the boat, the conduct of the crew and the safety of passengers and property.

QUALIFICATIONS—

1. A Pilot's license issued by the United States Steamboat Inspectors.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1260 to \$1440 inclusive.

Salary rates—\$1260, \$1320, \$1380, \$1440.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1260	1 year
1320	1 "
1380	2 years

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (T O 4)**TITLES OF POSITIONS—**

FIRE PILOT
MASTER

DUTIES—**Fire Pilot:**

The duties of Fire Pilots are to steer fireboats used for fire extinguishment, to land them at the point or place designated by the officers in command and to perform such other work as may be assigned by these officers under the rules of the Fire Department.

Master:

The duties of Masters are to take command of steamers of 100 gross tons and over, to manipulate the steering wheel and signal apparatus, and to assume entire responsibility for the management of the boat, the conduct of the crew and the safety of passengers and property.

QUALIFICATIONS—

1. A Master's license covering the tonnage of the boat to be operated issued by the United States Steamboat Inspectors.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Fire Pilot:**

Range of annual compensation—\$1500 to \$1620 inclusive.

Salary rates—\$1500, \$1560, \$1620.

Master:*

On vessels of not less than 100 and not exceeding 1000 gross tons:

Range of annual compensation—\$1560 to \$1800 inclusive.

Salary rates—\$1560, \$1620, \$1680, \$1740, \$1800.

On vessels of over 1000 gross tons:

Range of annual compensation—\$1680 to \$1920.

Salary rates—\$1680, \$1740, \$1800, \$1860, \$1920.

To a Master assisting in the charge of a small fleet of not less than five vessels, a maximum salary of \$1920 may be paid.

SPECIAL REGULATION GOVERNING COMPENSATION—**Master in Charge of Vessel of Less Than 1000 Gross Tons:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Fire Pilot:

\$1500	1 year
1560	2 years

Master:

On vessels of not less than 100 and not exceeding 1000 gross tons:

\$1560	1 year
1620	1 "
1680	1 "
1740	2 years

On vessels of over 1000 gross tons:

\$1680	1 year
1740	1 "
1800	1 "
1860	2 years

* Persons promoted from the lower to the higher tonnage vessels shall receive the salary rate nearest to that received before promotion and involving no decrease.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

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GRADE 6 (T O 6)**TITLES OF POSITIONS—****MARINE SUPERINTENDENT****DUTIES--**

The duties of incumbents of these positions, which involve supervision of employes in the Marine Officer and Marine Engineman Groups and of other employes in the ferry service, are to be responsible for the operation, care and maintenance of municipal boats and terminals, the preparation of time tables and the proper operation of the ferry schedule in a large bureau of ferries.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4 or Grade 5.
2. If appointed by promotion, not less than two years of experience in Grade 4 or Grade 5, or if appointed as the result of an open competitive examination, executive experience in the operation of boats for ferry or freight service for a railroad or transportation company, or in other work recognized by the Municipal Civil Service Commission as qualifying.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$3600 to \$4500 inclusive.

Salary rates—\$3600, \$3900, \$4200, \$4500.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications**

MECHANIC GROUP

SYMBOL (T K)

The term Mechanic Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the caulking, clock repairing, hose and tire repairing, machinist, orthopedic mechanic, rigging, ship caulking, tapping and welding trades.

GRADE 1 (T K I)

TITLES OF POSITIONS—

CAULKER
CLOCK REPAIRER
HOSE AND TIRE REPAIRER
MACHINIST
MACHINIST (AUTOMOBILE)
MECHANIC (ELEVATOR)
MECHANIC (LABORATORY)
ORTHOPEDIC MECHANIC
RIGGER
SHIP CAULKER
TAPPER
WELDER

DUTIES—

Caulker:

The duties of Caulkers are to cut cast iron pipe; to yarn the joints; to run with lead and caulk the joints; to search for leaks; to shut off water in the distribution system; to take proper measurements for fitting and repairing pipes; to repair valves and hydrants where making of new parts is not required; to perform such other work as may properly be required of caulkers.

Clock Repairer:

The duties of Clock Repairers are to clean and repair clocks and to keep them in proper running condition.

Hose and Tire Repairer:

The duties of Hose and Tire Repairers are to test hose by pressure and physical test; to operate hose expanders and rubber testing machines; to adjust mending sleeves on hose; to place brass patches on small bursts in hose; to repair hose used for hydrant and suction connections; to repair and set new tires for motor vehicles; to repair and vulcanize tubes; to perform such other work as may properly be required of hose and tire repairers.

Machinist:

The duties of Machinists are to erect, assemble or dismantle machinery or parts of machinery, with or without drawings; to make operating nuts, valve stems, drip cups, nozzles, and caps; to repair valves, boiler nests, pumps, stanchions, brakes, shafts, crank-pins, bearings, crank-shafts, connecting rods, steam pistons, axles, ladders, pumps and blowers; to operate lathes, planers, drill presses, milling machines and other tools used in machine work; to perform such other work as may properly be required of machinists.

Machinist (Automobile):

The duties of Machinists (Automobile) are to repair automobiles, including the overhauling and testing of gears, brakes and motors and the assembling or dismantling of automobiles, and to perform such other automobile repair work as may properly be required of automobile machinists.

Mechanic (Elevator):

The duties of Mechanics (Elevator), which require knowledge of and experience in the construction and repair of elevators, including the electrical and other machinery in common use on elevators, are to repair and replace wire ropes, pulleys, brakes, motors, oil cups and lubricating devices, and such other machinery or parts of machinery as may be necessary for safe and easy operation.

Mechanic (Laboratory):

The duties of Mechanics (Laboratory) are to operate and keep in repair the mechanical equipment in laboratories to prepare physical samples for testing and to perform such other work as may properly be required of laboratory mechanics.

Orthopedic Mechanic:

The duties of Orthopedic Mechanics are to make and repair steel and iron braces for crippled or deformed persons, stretchers, arched foot-plates, splints for hip diseases and other appliances required in the treatment of cripples.

Rigger:

The duties of Riggers are to rig up derricks, pile drivers and other hoisting machinery with wire cables, ropes, blocks and sheaves; to splice, worm, parcel and adjust rope and wire cables; to set up and take down scaffolding, ladders, riggings, tents and rope attachments to flag poles; to repair tents, flag swings, canvas covers and other appliances requiring the services of a rigger; to perform such other work as may properly be required of riggers.

Ship Caulker:

The duties of Ship Caulkers are to drive cotton and oakum and to apply pitch, marine glue or red lead paint in the seams and butts of wood construction on boats, scows, pile drivers and derricks, in order to make the same water-tight; to recopper and place sheet lead and galvanized sheet iron on hulls of vessels constructed of wood; and to caulk floors of stables and fire engine and truck houses; to perform such other work as may properly be required of ship caulkers.

Tapper:

The duties of Tappers, which require general knowledge as to water mains and their pipe connections with premises, are to insert taps in city water mains, to withdraw old or abandoned taps and insert plugs in their places; to take correct measurements of the location of taps and plugs and report thereon; to perform such other work as may properly be required of tappers.

Welder:

The duties of Welders are to repair machinery, to straighten channel bars and side bars of engines by the oxygen acetylene process, or to repair lanterns, lamps, oil cups and gauges and to perform such other similar welding or repair work as may properly be required of welders.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Machinist, Machinist (Automobile), Mechanic (Elevator), Mechanic (Laboratory), Orthopedic Mechanic, Welder—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Caulker, Clock Repairer, Rigger, Ship Caulker, Tapper, Hose and Tire Repairer—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:

Machinist, Machinist (Automobile), Mechanic (Elevator), Mechanic (Laboratory), Orthopedic Mechanic, Welder—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Caulker, Clock Repairer, Rigger, Ship Caulker, Tapper, Hose and Tire Repairer—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Machinist	\$4.50	per	day,	8	hours
Machinist (Automobile)	4.50	"	"	"	"
Orthopedic Mechanic	4.50	"	"	"	"
Welder	4.50	"	"	"	"
Caulker	4.00	"	"	"	"
Clock Repairer	4.00	"	"	"	"
Rigger	4.00	"	"	"	"
Ship Caulker	4.00	"	"	"	"
Tapper	4.00	"	"	"	"
Hose and Tire Repairer.....	4.00	"	"	"	"

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T K 2)**TITLES OF POSITIONS—**

FOREMAN MACHINIST
 FOREMAN RIGGER
 FOREMAN MECHANIC

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for the work of a number of employes in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools, and equipment, and to perform the work of journeymen when required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Foreman Machinist, Foreman Mechanic:**

Range of annual compensation—\$1440 to \$1560 inclusive.
 Salary rates—\$1440, \$1560.

Foreman Rigger:

Range of annual compensation—\$1320 to \$1440 inclusive.
 Salary rates—\$1320, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

METAL WORKER GROUP

SYMBOL (T M)

The term Metal Worker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the blacksmithing, boilermaking, brass finishing, bridge mechanic, riveting, coremaking, horseshoeing, house-smithing, moulding, nickel plating and sheet metal working trades.

GRADE 1 (T M I)

TITLES OF POSITIONS—

BLACKSMITH
BOILERMAKER
BRASS FINISHER
BRIDGE MECHANIC AND RIVETER
COREMAKER
HORSESHOER
HOUSESMITH
MOULDER
NICKEL PLATER
SHEET METAL WORKER

DUTIES—

Blacksmith:

The duties of Blacksmiths are to forge and shape axles, braces, tires, turn buckles, springs, lathes, planes and minor tools, chisels, radio bars, crank-shafts, clip-chocks, skidding irons, angles, plates, upsetting bars, pins, nuts, drills, crowbars, washers, ball bearings, iron rods, stone drills, wrenches and bolts; to set tires; to repair iron parts of fire engines, trucks, hose wagons, automobiles, carts, sweepers, sprinklers and other vehicles; to perform such other work as may properly be required of blacksmiths.

Boilermaker:

The duties of Boilermakers are to make repairs to marine and stationary boilers; to install new boilers; to make plates and shapes of articles used for boilers; to examine boilers and ascertain what repairs are necessary; to install soft patches on boilers; to replace or repair boiler tubes, fire boxes, staybolts, furnaces, bearing bars and boiler braces; to perform such other work as may properly be required of boilermakers.

Brass Finisher:

The duties of Brass Finishers are to make brass fittings used for fire engines, hose, nozzles and other fire apparatus, pipe holders, pressure regulators, hose reducers, couplings for standpipes, bells, suction and cup caps and miscellaneous fittings; to repair all brass fittings; to perform such other work as may properly be required of brass finishers.

Bridge Mechanic and Riveter:

The duties of Bridge Mechanics and Riveters are to make repairs and replacements in steel work on structures and buildings; to repair and replace cables, suspenders, truss-chords, posts, diagonals, counters and pins, floor beams, stringers, promenade beams, railing, roadway curbs, columns, stairways, roofs, skylights, steam heating plants and piping, water and compressed air lines, plumbing and leaders, steel shutters and doors; to care for air tools and riveter shop power tools; to perform such other work as may properly be required of bridge mechanics and riveters.

Coremaker:

The duties of Coremakers, which require a practical knowledge of the mixing of raw sand and its conversion into forms, are to make ready the core for the moulds; to prepare all cores according to patterns furnished by the pattern maker; to perform such other work as may properly be required of coremakers.

Horseshoer:

The duties of Horseshoers are to work as firemen at the forge; to heat the metal and properly shape the shoe; to pare the horse's hoof; to fit the shoe to the horse's foot; to drive or nail the shoe to the foot; to perform such other work as may properly be required of horseshoers.

Housesmith:

The duties of Housesmiths are to erect and repair various kinds of iron work, except sheet metal, used in buildings; to repair cast and wrought iron railings and fences, park bridges, iron gates, iron columns and other ornamental iron work; to perform such other work as may properly be required of housesmiths.

Moulder:

The duties of Moulders, which involve responsibility for the condition of castings, are to operate any machine, squeezer, or other mechanical device used for moulding castings in sand; to set the sand in beds; to adjust patterns in position; to mix metals, to pour molten metal into moulds; to perform such other work as may properly be required of moulders.

Nickel Plater:

The duties of Sheet Metal Workers are to do sheet metal work in connection on bull-neck wheels, wooden wheels with leather cover, felt wheels, and hard stone or emery wheels; to do plating; to perform such other work as may properly be required of nickel platers.

Sheet Metal Worker:

The duties of Sheet Metal Workers are to do sheet metal work in connection with buildings, structures and vessels, hollow metal sashes, frames, doors and trim, skylights, cornices, crestings, awnings, heating and ventilating apparatus; to set registers; to erect metal ceilings, side walls, lockers, tanks and other light sheet metal work; to do tinning, furring, sheathing, soldering and the glazing of metal work; to repair metal roofs, leaders, gutters, street-cleaning, paper and fruit skin cans and sprinkling wagons; to perform such other work as may properly be required of sheet metal workers.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Bridge Mechanic and Riveter, Housesmith—\$1380 to \$1500 inclusive. Salary rates—\$1380, \$1440, \$1500.

Sheet Metal Worker—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

Blacksmith, Horseshoer—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Brass Finisher, Moulder, Nickel Plater—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Boilermaker, Coremaker—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:

Bridge Mechanic and Riveter, Housesmith—\$1260 to \$1380 inclusive. Salary rates—\$1260, \$1320, \$1380.

Sheet Metal Worker—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Blacksmith, Horseshoer—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Brass Finisher, Moulder, Nickel Plater—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Boilermaker, Coremaker—\$840 to \$960 inclusive. Salary rates—\$840, \$900, \$960.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Bridge Mechanic and Riveter.....	\$5.30 per day, 8 hours
Housesmith	5.30 " " "
Sheet Metal Worker.....	5.00 " " "
Blacksmith	4.50 " " "
Horseshoer	4.50 " " "
Brass Finisher	4.00 " " "
Moulder	4.00 " " "
Nickel Plater	4.00 " " "
Boilermaker in marine or stationary shops.....	3.50 " " "
Boilermaker installing or repairing boilers in build- ings	4.25 " " "
Coremaker	3.50 " " "

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (T M 2)**TITLES OF POSITIONS—**

FOREMAN BLACKSMITH
 FOREMAN BOILERMAKER
 FOREMAN BRIDGE MECHANIC AND RIVETER

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for the work of a number of employees in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools and equipment, and to perform the work of journeymen when required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Foreman Blacksmith:**

Range of annual compensation—\$1440 to \$1560 inclusive.
 Salary rates—\$1440, \$1560.

Foreman Boilermaker:

Range of annual compensation—\$1200 to \$1320 inclusive.
 Salary rates—\$1200, \$1320.

Foreman Bridge Mechanic and Riveter:

Range of annual compensation—\$1680 to \$1800 inclusive.
 Salary rates—\$1680, \$1800.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

MOTOR DRIVER GROUP

SYMBOL (T X)

The term Motor Driver Group is applied to those offices or employments of the Skilled Trades Service in which incumbents are required to operate and to make minor repairs to motor vehicles, to supervise the activities of a municipal garage, or to direct an entire garage system.

GRADE 1 (T X 1)

TITLES OF POSITIONS—

MOTOR DRIVER
MOTOR AMBULANCE DRIVER
MOTOR TRUCK DRIVER

DUTIES—

The duties of incumbents of these positions are to operate, to make minor repairs and adjustments on, to clean, oil and maintain in good running condition delivery motor trucks, motor ambulances or passenger carrying automobiles; to load, unload, check and make record of supplies received and delivered; to keep trip records of speedometer readings, places visited and time elapsed, oil and gasoline consumed and detailed expenses incurred in repairs; or when detailed to act as foreman of a small municipal garage.

QUALIFICATIONS—

1. A license issued by the Secretary of State of the State of New York to operate motor vehicles.
2. Experience in operating and repairing motor vehicles.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Motor Driver:

Range of annual compensation—\$1020 to \$1320 inclusive.
Salary rates—\$1020, \$1080, \$1140, \$1200, \$1260, \$1320.

Motor Ambulance Driver:

Range of annual compensation with or without part maintenance—\$1020 to \$1320 inclusive.
Salary rates—\$1020, \$1080, \$1140, \$1200, \$1260, \$1320.
Range of annual compensation with full maintenance—\$780 to \$1080 inclusive.
Salary rates—\$780, \$840, \$900, \$960, \$1020, \$1080.

Motor Truck Driver:

Range of annual compensation—\$960 to \$1200 inclusive.
Salary rates—\$960, \$1020, \$1080, \$1140, \$1200.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Motor Driver:

\$1020	1 year
1080	1 "
1140	1 "
1200	2 years
1260	2 "

Motor Ambulance Driver:

\$1020	\$780	1 year
1080	840	1 "
1140	900	1 "
1200	960	2 years
1260	1020	2 "

Motor Truck Driver:

\$960	1 year
1020	1 "
1080	2 years
1140	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

TITLES OF POSITIONS—

The title Motor Driver includes only drivers of passenger carrying automobiles.

COMPENSATION—

Motor Ambulance Drivers may receive part maintenance without deductions in salary in institutions where the exigencies of the service require that meals be served to Drivers in order that they may be ready to answer calls throughout the day. In other institutions where full maintenance is given in order that Drivers may be on call at all times, a special salary range is established including maintenance.

GRADE 2 (T X 2)**TITLES OF POSITIONS—****GARAGE SUPERVISOR****DUTIES—**

The duties of incumbents of these positions, which involve supervision of the work of employes in Grade 1 and of mechanics and other subordinates, are to supervise the activities of a municipal sub-garage, including the making of repairs, the ordering and care of supplies and accessories and when required the assignment of motor drivers.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than two years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1, or as a mechanic in general automobile work.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1440 to \$1560 inclusive.

Salary rates—\$1440, \$1560.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1440 2 years

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (T X 3)**TITLES OF POSITIONS—**

ASSISTANT SUPERINTENDENT OF GARAGES

DUTIES—

The duties of the incumbent of this position, which involve supervision of the work of employes in Grades 1 and 2, of mechanics and other subordinates, are to direct the activities of the central municipal garage and to assist the Superintendent of Garages in the work of administering the municipal garage system.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than two years of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1680 to \$2160 inclusive.

Salary rates—\$1680, \$1800, \$1980, \$2160.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1680	1 year
1800	2 years
1980	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 4 (T X 4)**TITLES OF POSITIONS—****SUPERINTENDENT OF GARAGES****DUTIES—**

The duties of the incumbent of this position, which involve supervision of the work of employes in Grades 1, 2 and 3, of mechanics and other subordinates, are to direct the entire municipal garage system, involving responsibility for all assignments, prompt service, repairs, purchases and conduct of employes.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2700 to \$3180 inclusive.
Salary rates—\$2700, \$2940, \$3180.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

PAINTER GROUP

SYMBOL (T A)

The term Painter Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the painter's trade and its allied specialists of varnishing, decorating, graining, lettering and striping.

GRADE 1 (T A 1)

TITLES OF POSITIONS—

PAINTER
DECORATOR
GRAINER
LETTERER
STRIPER
VARNISHER

DUTIES—

Painter:

The duties of Painters, which require familiarity with the quality and use of the different kinds of paints and varnishes and a knowledge of rigging, are to mix paints and colors in proper proportions and to do painting and varnishing.

Decorator:

The duties of Decorators, which require that they shall be competent painters, are to do stenciling, lining, glazing, gilding, bronzing or other decorative work.

Grainer:

The duties of Grainers, which require that they shall be competent painters, are to do graining on walls, panels, doors or other woodwork.

Letterer:

The duties of Letterers, which require that they shall be competent painters, are to paint signs and to do lettering of any description.

Striper:

The duties of Stripers, which require that they shall be competent painters, are to do striping on wood or iron ornamental work, automobiles, carriages, wagons, fire engines and other apparatus.

Varnisher:

The duties of Varnishers are to prepare varnish and apply it to wood and metal; to enamel and varnish wood-work; to do hardwood finishing; to lacquer copper, brass and other metals; to polish furniture and wood-work.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the respective trade.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:

Painter-Varnisher—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Decorator, Grainer, Letterer, Striper—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:

Painter-Varnisher—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Decorator, Grainer, Letterer, Stripper—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Painter	\$4.00 per day, 8 hours
Decorator	4.50 " " "
Grainer	4.50 " " "
Letterer	4.50 " " "
Striper	4.50 " " "
Varnisher	4.00 " " "

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (T A 2)**TITLES OF POSITIONS—**

FOREMAN PAINTER

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for the work of employes in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools, and equipment, and to perform the work of journeymen when required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

- Range of annual compensation—\$1320 to \$1440 inclusive.
- Salary rates—\$1320, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within the grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

PHOTOGRAPHER GROUP

SYMBOL (T F)

The term Photographer Group is applied to those employments of the Skilled Trades Service, in which incumbents are required to make photographic exposures, to develop, fix and make prints of photographic negatives, to make lantern slides and enlargements, to operate the photostat, to prepare from basic salts all chemical solutions used in photographic work, to select suitable apparatus and supplies, and to direct the work of assistants both in field and laboratory.

GRADE 1 (T F 1)

TITLES OF POSITIONS—

PHOTOGRAPHER

DUTIES—

The duties of incumbents of these positions, which may or may not involve supervision over clerks or other assistants, are to make photographic exposures; to develop, fix, retouch and make prints from photographic negatives; to mount and affix titles to finished photographs for permanent department records; to file all negatives and prints; to make and color lantern slides; to make bromide enlargements and blue prints from tracings; to operate the photostat; to make black line prints; to prepare all solutions from commercial salts or other basic components; to superintend repairs to apparatus; to select suitable supplies and to assist in the selection of new apparatus.

QUALIFICATIONS—

1. Experience in the practice of photography.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1200 to \$1620 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380, \$1440, \$1500, \$1560, \$1620.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

PLUMBER AND STEAMFITTER GROUP

SYMBOL (T P)

The term Plumber and Steamfitter Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the plumbing, steamfitting and thermostat repairing trades.

GRADE 1 (T P 1)

TITLES OF POSITIONS—

PLUMBER
STEAMFITTER
THERMOSTAT REPAIRER

DUTIES—

Plumber:

The duties of Plumbers are to install piping for gas, water, waste, soil and vent lines, piping to and from water filters and water meters, piping for hot and cold water for domestic and culinary purposes, piping or tubing put together with solder, icebox and refrigerator waste pipes; to cut and fit pipes to and from ranges and boilers; to set all plumbing fixtures; to replace old pipes with new ones; to fit up toilet and bathroom auxiliaries and water, gas and waste pipes to and from laundry machines; to perform such other work as may properly be required of plumbers.

Steamfitter:

The duties of Steamfitters are to install steam, hydraulic, gasoline or oil power piping, vacuum heating and pneumatic tube systems, and piping utilized for machinery; to set fixtures, pumps, tanks, and heaters in connection with steam power apparatus, and steam and return connections of kitchen utensils; to cut, fit and install piping which conveys steam, hot water, air, brine, ammonia or oil; to repair steam traps, heating and ventilating plants, defective and corroded pipes, vacuum and electrical pumps, dampers, and stop and pressure reducing valves; to perform such other work as may properly be required of steamfitters.

Thermostat Repairer:

The duties of Thermostat Repairers, which require knowledge of the different systems of thermostatic heat regulation, are to examine, fit and repair thermostats and the pipes and accessories connected therewith.

QUALIFICATIONS—

Plumber, Thermostat Repairer:

1. License to act as plumber issued by the Examining Board of Plumbers.
2. Service as apprentice during the length of time locally stipulated by the trade.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Steamfitter:

1. Service as apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:

Plumber, Steamfitter, Thermostat Repairer—\$1440 to \$1560 inclusive. Salary rates—\$1440, \$1500, \$1560.

**Range of Annual Compensation for Regular Service Exclusive of Sundays,
Holidays and Saturday Afternoons:**

Plumber, Steamfitter, Thermostat Repairer—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rates of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Plumber	\$5.50 per day, 8 hours
Steamfitter	5.50 " " "
Thermostat Repairer	5.50 " " "

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

PRINTER GROUP

SYMBOL (T I)

The term Printer Group is applied to those employments of the Skilled Trades Service in which incumbents are required to care for and feed presses, to set type, to read copy and to perform other duties peculiar to the printing trade.

GRADE 1 (T I 1)

TITLES OF POSITIONS—

PRESS FEEDER
PRESSMAN
COMPOSITOR

DUTIES—

Press Feeder:

The duties of Press Feeders are to handle paper used in printing, to feed sheets into the press in perfect register and to assist the Pressman generally in the care of the press.

Pressman:

The duties of Pressmen are to prepare the press for the reception of forms, and to regulate, clean, care for and make minor repairs to the press.

Compositor:

The duties of Compositors are to set and distribute type by hand, to correct errors, to read copy and to prepare forms for the press.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation:

Press Feeder—\$828 to \$900 inclusive. Salary rates—\$828, \$852, \$876, \$900.

Pressman—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Compositor—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Press Feeder	\$3.00 per day, 8 hours
Pressman	4.50 " " "
Compositor	4.25 " " "

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

ROCKWORKER GROUP

SYMBOL (T R)

The term Rockworker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties in drilling, blasting and the handling of explosives.

GRADE 1 (T R 1)

TITLES OF POSITIONS—

BLASTER

DUTIES—

The duties of incumbents of these positions are to direct workmen in the covering of blasts, to handle and take charge of the storing of dynamite and to explode dynamite.

QUALIFICATIONS—

1. A certificate of fitness granted by the Division of Combustibles of the Fire Department in accordance with the Code of City Ordinances.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Per Diem Rate:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for this occupation as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rate is recommended, which appears to be the prevailing rate at the present time:*

Blaster	\$5.00 per day, 8 hours
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* Persons working under this title may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

UPHOLSTERER GROUP

SYMBOL (T U)

The term Upholsterer Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties peculiar to the upholstering and shade-fitting trades.

GRADE 1 (T U 1)

TITLES OF POSITIONS—

UPHOLSTERER
SHADE FITTER

DUTIES—

Upholsterer:

The duties of Upholsterers are to make, mend and repair all kinds of cushion seats or backs, automobile tops, carriage tops or sheds and to do other making, mending or repairing work with materials used in the trade.

Shade Fitter:

The duties of Shade Fitters are to cut, fit and hang shades.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of Annual Compensation:

Upholsterer—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

Shade Fitter—\$1020 to \$1140 inclusive. Salary rates—\$1020, \$1080, \$1140.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

WOODWORKER GROUP

SYMBOL (T W)

The term Woodworker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the carpentry, dock building, machine woodworking, pattern making, ship carpentry, wood sawing and wheelwright trades.

GRADE 1 (T W 1)

TITLES OF POSITIONS—

CARPENTER
DOCK BUILDER
MACHINE WOODWORKER
PATTERN MAKER
SHIP CARPENTER
WOOD SAWYER
WHEELWRIGHT

DUTIES—

Carpenter:

The duties of Carpenters are to construct and repair temporary buildings, shanties, sheds, stalls, flooring, partitions, window frame sashes, bridge roadways, tool houses, tool boxes, park rustic structures, bridges, bandstands, bins, signs, boardwalks, fences and screens; to repair office furniture, doors, institutional buildings, ferryboats, docks, road machines, sprinklers, park benches; to shingle roofs; to perform such other work as may properly be required of carpenters.

Dock Builder:

The duties of Dock Builders, which require skill in the use of the axe, adze, canthook, cross-cut saw and auger, used in framing piles and timber in bulkhead wall and pier construction, in rope knotting, rafting timber for towing and the handling of piles, are to man pile drivers for the purpose of driving piles for pier and bulkhead wall construction; to operate landways, batter-ways, and pile-sawing machinery used in connection with or upon floating pile drivers; to perform such other work as may properly be required of dock builders.

Machine Woodworker:

The duties of Machine Woodworkers are to operate and maintain in good working condition planers, circular, cross-cut and bandsaws, moulds, and all wood-turning machinery; to make and repair ladders, rungs, and wooden parts of wagons and buggies; to make necessary repairs to machines and tools; to perform such other work as may properly be required of machine woodworkers.

Pattern Maker:

The duties of Pattern Makers are to make from plans and specifications patterns or models in wood, metal or plaster to be used to form moulds for metal castings and parts.

Ship Carpenter:

The duties of Ship Carpenters, which require skill in the use of axe, adze, auger and other tools used in rough timber construction, are to frame up and build float stages and scows; to repair pontoons, scows, pile drivers and other floating equipment; to construct and fit mouldboards for concrete blocks and mass concrete on wall construction and forms for concrete construction in connection with pier work; to perform such other work as may properly be required of ship carpenters.

Wood Sawyer:

The duties of Wood Sawyers are to shape lumber and timber by cross-cut or other saws to specified measurements for use by carpenters or wheelwrights in construction work; to perform such other work as may properly be required of wood sawyers.

Wheelwright:

The duties of Wheelwrights are to repair bodies, shafts, poles, wheels, spokes and running gears of wagons, trucks, carts, sprinklers, sweeping machines, fire apparatus and all parts of vehicles requiring wood as material; to construct new bodies and other parts for wagons, trucks and carts; to perform such other work as may properly be required of wheelwrights.

QUALIFICATIONS—

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Carpenter (Manhattan), Machine Woodworker—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

Carpenter (The Bronx, Brooklyn, Queens)—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Carpenter (Richmond), Dockbuilder, Pattern Maker, Ship Carpenter, Wood Sawyer, Wheelwright—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:

Carpenter (Manhattan), Machine Woodworker—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Carpenter (The Bronx, Brooklyn, Queens)—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Carpenter (Richmond), Dockbuilder, Pattern Maker, Ship Carpenter, Wood Sawyer, Wheelwright—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Per Diem Rates:

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the following rates are recommended, which appear to be the prevailing rates at the present time:*

Carpenter—Manhattan	\$5.00 per day, 8 hours
“ The Bronx	4.50 “ “ “
“ Brooklyn	4.50 “ “ “
“ Queens	4.50 “ “ “
“ Richmond	4.00 “ “ “
Dock Builder	4.00 “ “ “
Machine Woodworker	5.00 “ “ “
Pattern Maker	4.00 “ “ “
Ship Carpenter	4.00 “ “ “
Wood Sawyer	4.00 “ “ “
Wheelwright	4.00 “ “ “

* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (T W 2)**TITLES OF POSITIONS—**

FOREMAN CARPENTER
 FOREMAN DOCK BUILDER
 FOREMAN SHIP CARPENTER

DUTIES—

The duties of incumbents of these positions are to supervise and be responsible for the work of employes in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools and equipment, and to perform the work of journeymen when required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Foreman Carpenter (Manhattan):**

Range of annual compensation—\$1560 to \$1680 inclusive.
 Salary rates—\$1560, \$1680.

Foreman Carpenter (Brooklyn, The Bronx, Queens):

Range of annual compensation—\$1440 to \$1560 inclusive.
 Salary rates—\$1440, \$1560.

Foreman Carpenter (Richmond), Foreman Dock Builder, Foreman Ship Carpenter:

Range of annual compensation—\$1320 to \$1440 inclusive.
 Salary rates—\$1320, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

MISCELLANEOUS SKILLED WORKER GROUP

SYMBOL (T Z) .

The term Miscellaneous Skilled Worker Group is applied to those offices or employments of the Skilled Trades service in which incumbents are required to perform work in the skilled trades of an exceptional nature not included in the other groups of the Skilled Trades Service, or general work requiring knowledge of several trades.

GRADE 1 (T Z 1)

TITLES OF POSITIONS—

GENERAL MECHANIC

DUTIES—

General Mechanic:

The duties of General Mechanics, which may or may not involve supervision of artisans, helpers or inmates in institutions, are to perform general mechanical repair work about buildings and grounds, involving knowledge of and experience in several trades.

Examples:

Making power plant, plumbing, steamfitting, painting, locksmithing, electrical and other repairs.

QUALIFICATIONS—

General Mechanic:

1. Experience in the skilled trades and in the upkeep of buildings and grounds.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

General Mechanic:

Range of annual compensation without maintenance—\$1200 to \$1440 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380, \$1440.

Range of annual compensation with maintenance—\$900 to \$1140 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140.

SPECIAL REGULATION GOVERNING COMPENSATION—

General Mechanic:

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1200	\$900	1 year
1260	960	1 "
1320	1020	2 years
1380	1080	2 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

General Mechanic in Kings County Hospital or in the hospitals of the Department of Health.

UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE**SYMBOL (U)**

The term Unskilled and Miscellaneous Supervisory Service is applied to those offices or employments the duties of whose incumbents are to perform manual work outside of institutions not requiring skill in a recognized trade, or to perform duties requiring general administrative ability in the supervision of unskilled laborers, workers in the skilled trades and mechanical and engineering forces engaged in maintenance work. .

CLEANER GROUP

SYMBOL (UC)

The term Cleaner Group is applied to those employments of the Unskilled and Miscellaneous Supervisory Service in which incumbents are required to perform such services in the maintenance of cleanliness in public buildings as may be assigned by superiors.

GRADE 1 (UC1)

TITLES OF POSITIONS—

CLEANER

CLEANER (WINDOWS)

DUTIES—

Cleaner:

The duties of Cleaners are to clean, sweep, dust, scrub and polish and to perform such other services in the maintenance of cleanliness in public buildings as may be assigned by superiors.

Cleaner (Windows):

The duties of Cleaners (Windows) are to clean and polish windows and to perform such other incidental work as may be assigned by superiors.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Cleaner:

Men:

Range of annual compensation for full-time service averaging not less than 7 hours a day—\$672 to \$840 inclusive.

Salary rates—\$672, \$696, \$720, \$744, \$768, \$792, \$816, \$840.

Part-time service—30c. per hour.

Women:

Range of annual compensation for full-time service averaging not less than 7 hours a day—\$600 to \$768 inclusive.

Salary rates—\$600, \$624, \$648, \$672, \$696, \$720, \$744, \$768.

Part-time service—25c. per hour.

Cleaner (Windows):

Range of annual compensation—\$720 to \$864 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840, \$864.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Cleaner in the Municipal Building.

Window Cleaner in the Municipal Building.

HOSTLER AND DRIVER GROUP

SYMBOL (U H)

The term Hostler and Driver Group is applied to those employments of the Unskilled and Miscellaneous Supervisory Service in which incumbents are required to perform duties incident to the care and driving of horses and the maintenance and repair of stables and equipment, to supervise the performance of this work, or to direct and be responsible for an entire transportation system.

GRADE 1 (U H 1)

TITLES OF POSITIONS—

STABLEMAN
HOSTLER
DRIVER

DUTIES—

Stableman:

The duties of Stablemen are to clean stables and equipment and to perform such other unskilled manual work in stables as may be required.

Hostler:

The duties of Hostlers are to care for, clean, feed and bed horses.

Driver:

The duties of Drivers are to drive and care for horses while outside of the stable.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Stableman:

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

Wage range per diem—\$2.30 to \$2.70 inclusive.

Wage rates—\$2.30, \$2.40, \$2.50, \$2.60, \$2.70.

Hostler:

Range of annual compensation—\$744 to \$864 inclusive.

Salary rates—\$744, \$768, \$792, \$816, \$840, \$864.

Wage range per diem—\$2.40 to \$2.70 inclusive.

Wage rates—\$2.40, \$2.50, \$2.60, \$2.70.

Driver:

Range of annual compensation—\$768 to \$888 inclusive.

Salary rates—\$768, \$792, \$816, \$840, \$864, \$888.

Wage range per diem—\$2.50 to \$2.80 inclusive.

Wage rates—\$2.50, \$2.60, \$2.70, \$2.80.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Stableman:

Employed at an annual rate:

\$720	1 year
744	1 "
768	1 "
792	2 years
816	2 "

Employed at a per diem rate:

\$2.30	1 year
2.40	2 years
2.50	2 "
2.60	2 "

Hostler:

Employed at an annual rate:

\$744	1 year
768	1 "
792	1 "
816	2 years
840	2 "

Employed at a per diem rate:

\$2.40	2 years
2.50	2 "
2.60	3 "

Driver:

Employed at an annual rate:

\$768	1 year
792	1 "
816	1 "
840	2 years
864	2 "

Employed at a per diem rate:

\$2.50	2 years
2.60	2 "
2.70	3 "

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (U H 2)**TITLES OF POSITIONS—****STABLE FOREMAN****DUTIES—**

The duties of incumbents of these positions, which involve supervision of the work of employes in Grade 1, of laborers and other employes, are to be responsible for the maintenance and operation of a large stable or a group of small stables, including the care of horses, equipment and supplies and the keeping of necessary records.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1080 to \$1260 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260.

Per diem rate—\$4.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1080	1 year
1140	2 years
1200	2 "

NOTES ON GRADE 2

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 3 (U H 3)**TITLES OF POSITIONS—**

GENERAL FOREMAN OF STABLES (CORRECTION)

DUTIES—

The duties of the incumbent of this position, which involve supervision of the work of employes in Grades 1 and 2, of laborers and other employes, are to direct and be responsible for the entire transportation system of the Department of Correction, involving responsibility for the maintenance and operation of stables, the care of horses, equipment and supplies, the keeping of necessary records and the safe transportation of prisoners in prison vans and of department supplies and materials.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 2.
2. If appointed by promotion, not less than one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1380 to \$1740 inclusive.

Salary rates—\$1380, \$1500, \$1620, \$1740.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$1380	1 year
1500	2 years
1620	2 "

NOTES ON GRADE 3

Not Submitted for Adoption as Part of the Standard Specifications.

GRADE 4 (U H 4)**TITLES OF POSITIONS—****SUPERINTENDENT OF STABLES (POLICE)****DUTIES—**

The duties of the incumbent of this position, which involves supervision of employees in Grades 1 and 2, and of motor drivers, mechanics, laborers and other employees, are to direct and be responsible for the entire transportation system of the Police Department, including the maintenance and operation of stables, the purchasing and care of horses, equipment and supplies, the care of automobiles, motorcycles and bicycles, the keeping of necessary records, the inspection of stables and investigation of complaints.

QUALIFICATIONS—

1. Experience in a supervisory capacity in transportation work.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$2700 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

\$2100	1 year
2280	2 years
2460	2 "

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

JOURNEYMAN'S HELPER GROUP

SYMBOL (U J)

The term Journeyman's Helper Group is applied to those offices or employments of the Unskilled and Miscellaneous Supervisory Service in which incumbents are required to render such assistance to journeymen in skilled trades and to perform such independent work in the trades as may properly be performed by helpers.

GRADE 1 (U J 1)

TITLES OF POSITIONS—

BLACKSMITH'S HELPER
ELECTRICIAN'S HELPER
ELEVATOR MECHANIC'S HELPER
MACHINIST'S HELPER
MARBLE-SETTER'S HELPER
MASON'S HELPER
MECHANIC'S HELPER
PLUMBER'S HELPER
STEAMFITTER'S HELPER

DUTIES—

The duties of incumbents of these positions are to assist journeymen in their respective trades and to perform such independent work in the trade as may properly be performed by helpers.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of per diem compensation—\$2.80 to \$3 inclusive.
Wage rates—\$2.80, \$2.90, \$3.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

No provision is made in these specifications for apprentices, on the theory that no apprentices are required in the city service and that the city departments are not equipped as training schools for apprentices.

LABORER GROUP

SYMBOL (U L)

The term Laborer Group is applied to those offices or employments of the Unskilled and Miscellaneous Supervisory Service in which incumbents are required to perform manual work requiring little skill or training and for which physical strength is an essential qualification, or to perform duties requiring general administrative ability in the supervision of unskilled laborers, workers in the skilled trades and mechanical and engineering forces engaged in maintenance work.

GRADE 1 (U L 1)

TITLES OF POSITIONS—

LABORER
LABORER (MARINE SOUNDER)
LABORER (COAL SAMPLER)

DUTIES—

Laborer:

The duties of Laborers are to perform under supervision manual work in the construction or maintenance of public works or other work requiring little skill or training and for which physical strength is an essential qualification.

Laborer (Marine Sounder):

The duties of Laborers (Marine Sounder) are to determine, by means of rods, chains, or discs, the nature of the river bottom and the position and depth under water of wrecks, derelicts, or other obstructions, and to perform such incidental related work as may be required.

Laborer (Coal Sampler):

The duties of Laborers (Coal Sampler) are to obtain samples of coal and also of cement, stone, hose and other commodities for the purpose of laboratory tests, and to keep such records and make such reports as may be required.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Laborers Employed in New York City on Ordinary Unskilled Manual Work:

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

Wage range per diem*—\$2.30 to \$2.70 inclusive.

Wage rates—\$2.30, \$2.40, \$2.50, \$2.60, \$2.70.

Laborers Employed Outside of New York City on Ordinary Unskilled Manual Work:

Wage range per diem*—\$1.60 and up.

Wage rates—\$1.60, \$1.70, \$1.80, \$1.90, \$2.**

Laborer (Marine Sounder), Laborer (Coal Sampler) and Other Laborers Employed in New York City on Difficult Manual Work Requiring Some Skill and Dependability, Such as Cleaning Spans of Bridges or Sewers, Cutting, Mixing, Raking and Tamping Asphalt, Sawing and Placing Timber for Shoring:

Range of annual compensation—\$864 to \$936 inclusive.

Salary rates—\$864, \$888, \$912, \$936.

Wage range per diem*—\$2.80 to \$3 inclusive.

Wage rates—\$2.80, \$2.90, \$3.

* Advancement from rate to rate shall be granted only to Laborers having served a minimum of 150 days during the preceding year.

** No recommendation is made above \$2.

**Laborers Employed Outside of New York City on Difficult Manual Work
Requiring Some Skill and Dependability:**

Wage range per diem*—\$2 and up.

Wage rates—\$2, \$2.10, \$2.20, \$2.30, \$2.40.**

Superannuated Laborers assigned to light laboring or watchman work.***

Annual compensation—\$600.

SPECIAL REGULATION GOVERNING COMPENSATION—

Laborers Employed in New York City:

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

Laborers Employed Outside of New York City:

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Laborers Employed in New York City on Ordinary Unskilled Manual Work:

Employed at an annual rate:		Employed at a per diem rate:	
\$720	1 year	\$2.30	1 year
744	1 "	2.40	2 years
768	1 "	2.50	2 "
792	2 years	2.60	2 "
816	2 "		

Laborer (Marine Sounder), Laborer (Coal Sampler) and Other Laborers Employed in New York City on Difficult Manual Work Requiring Some Skill and Dependability as Indicated Above:

Employed at an annual rate:		Employed at a per diem rate:	
\$864	1 year	\$2.80	2 years
888	2 years	2.90	3 "
912	2 "		

* Advancement from rate to rate shall be granted only to Laborers having served a minimum of 150 days during the preceding year.

** No recommendation is made above \$2.40.

*** Superannuated Laborers who are unable to perform more arduous work and are assigned to light laboring work or watchman work of minor consequence, such as watching highway repair jobs or street openings or in sewer and highway yards at night, may receive an annual compensation of \$600.

NOTES ON GRADE 1**Not Submitted for Adoption as Part of the Standard Specifications**

GRADE 2 (U L 2)**TITLES OF POSITIONS—****ASSISTANT FOREMAN****DUTIES—**

The duties of incumbents of these positions are to assist Foremen in the supervision of gangs of Laborers, or to supervise and assume entire responsibility for small gangs of Laborers where no Foreman is required, and to make such reports of location, time and quantity of and men and materials used on work as may be required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—**Assistant Foremen Employed in New York City:**

Range of annual compensation—\$900 to \$1044 inclusive.

Salary rates—\$900, \$948, \$996, \$1044.

Per diem rate—\$3.25.

Assistant Foremen Employed Outside of New York City:

Range of annual compensation—\$780 and up.

Salary rates—\$780, \$828, \$876, \$924.†

An additional compensation of \$180 may be paid to Assistant Foreman employed 365 days in the year in or outside of New York City.

SPECIAL REGULATION GOVERNING COMPENSATION—**Assistant Foremen Employed in New York City:**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

Assistant Foremen Employed Outside of New York City:

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Assistant Foremen Employed in New York City:

\$900	1 year
948	1 "
996	2 years

Assistant Foremen Employed Outside of New York City:

\$780	1 year
828	1 "
876	2 years

* Appropriate deductions from salary will be made in the case of Assistant Foremen receiving part or full maintenance.

† No recommendation is made above \$924.

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Foremen in charge of small gangs or assisting foremen in charge of large gangs in the care and operation of bridges in the Department of Bridges.

Foremen in charge of small monument gangs in the Bureaus of Highways in the various boroughs.

GRADE 3 (U L 3)**TITLES OF POSITIONS—**

FOREMAN

FOREMAN ASPHALT WORKER

DUTIES—**Foreman:**

The duties of Foremen are to supervise and be responsible for large gangs of Laborers, including other employes in the lowest grades of the Unskilled and Miscellaneous Supervisory Service, and to make such reports of location, time and quantity of and men and materials used on work as may be required.

Foreman Asphalt Worker:

The duties of Foremen Asphalt Workers are to take charge of street gangs including skilled asphalt workers in asphalt repair work.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 1 or Grade 2.
2. If appointed by promotion, not less than three years of experience in Grade 1 or one year of experience in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1 or Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION*—**Foremen Employed in New York City:**

Range of annual compensation—\$1080 to \$1260 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260.

Per diem rate—\$4.

Foremen Employed Outside of New York City:

Range of annual compensation—\$960 to \$1080 inclusive.

Salary rates—\$960, \$1020, \$1080.

Foreman Asphalt Worker:

Range of annual compensation—\$1200 to \$1440 inclusive.

Salary rates—\$1200, \$1320, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Foremen Employed in New York City:

\$1080	1 year
1140	2 years
1200	2 "

*Appropriate deductions from salary will be made in the case of Foremen receiving part or full maintenance.

Foremen Employed Outside of New York City:

\$960	1 year
1020	2 years

Foremen Asphalt Worker:

\$1200	1 year
1320	2 years

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Foremen in charge of repair gangs in the Bureaus of Highways in the various boroughs.

GRADE 4 (U L 4)

TITLES OF POSITIONS—

GENERAL FOREMAN
GENERAL FOREMAN (SHOPS)

DUTIES—

General Foreman:

The duties of General Foremen are to direct and be responsible for the work of a number of gangs of Laborers under the supervision of Foremen and Assistant Foremen, including other employes in the lowest grades of the Skilled Trades and Unskilled and Miscellaneous Supervisory Services.

General Foreman (Shops):

The duties of General Foremen (Shops) are to direct and be responsible for the work of the entire mechanical force and of other employes in the repair shops of a department and to make such reports as may be required.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 3.
2. If appointed by promotion, not less than one year of experience in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

General Foremen Employed in New York City, General Foreman (Shops):

Range of annual compensation—\$1380 to \$1920 inclusive.
Salary rates—\$1380, \$1500, \$1620, \$1740, \$1920.

General Foremen Employed Outside of New York City:

Range of annual compensation—\$1200 to \$1440 inclusive.
Salary rates—\$1200, \$1320, \$1440.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

General Foremen Employed in New York City, General Foreman (Shops):

\$1380	1 year
1500	1 "
1620	2 years
1740	2 "

General Foremen Employed Outside of New York City:

\$1200	1 year
1320	2 years

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

- General Foreman in charge of bridge tenders, enginemen, machinists, stokers, oilers and laborers comprising the operating forces on movable bridges in the Department of Bridges.
- General Foreman in charge of the administration building of the Department of Health, Borough of Manhattan, involving supervision of laborers, watchmen, cleaners, etc., making minor repairs to heating apparatus and plumbing, building furniture, receiving and shipping goods to hospitals, laboratories and clinics.
- General Foreman in charge of a mosquito prevention gang.
- General Foreman in charge of gangs engaged in the repair work in a large district or ward in the Bureaus of Highways in the various boroughs.
- General Foreman in charge of sewer and sewer basin cleaning gangs in the Bureaus of Sewers in the various boroughs.
- General Foreman in charge of stables and yards in the Bureau of Sewers in the Borough of The Bronx.
- General Foreman (Shops) in the Department of Parks, Manhattan and Richmond.

GRADE 5 (U L 5)**TITLES OF POSITIONS—****SUPERINTENDENT OF MAINTENANCE****DUTIES—**

The duties of incumbents of these positions are to direct and be responsible for large gangs of Laborers under General Foremen and Foremen engaged in the maintenance and repair of an entire water distribution or electrical subway system or in other maintenance work of similar character and magnitude.

QUALIFICATIONS—

1. The minimum qualifications prescribed for Grade 4.
2. If appointed by promotion, not less than one year of experience in Grade 4, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2100 to \$2700 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 5**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of all maintenance gangs in the Boroughs of Manhattan and The Bronx in the Department of Water Supply, Gas and Electricity, responsible for the repair of all breaks in pipe lines.

PARK WORKER GROUP

SYMBOL (U P)

The term Park Worker Group is applied to those offices or employments of the Unskilled and Miscellaneous Supervisory Service in which incumbents are required to perform manual work incident to the maintenance of public parks or to supervise or direct such work.

GRADE 1 (U P 1)

TITLES OF POSITIONS—

PARK LABORER

PARK LABORER (CLIMBER AND PRUNER)

DUTIES—

Park Laborer:

The duties of Park Laborers are to perform, under supervision, simple manual work incident to the fertilization of soil, the care of lawns, the planting and propagation of flowers, plants and shrubs, or other work incident to the maintenance and protection of park property.

Examples:

Performing simple gardening work not calling for any special technical skill.

Cutting grass, raking lawns and shovelling snow.

Cleaning comfort stations where no caretakers are employed and maintaining the surrounding grounds.

Park Laborer (Climber and Pruner):

The duties of Park Laborers (Climber and Pruner), which require ability to climb trees, are to perform under supervision simple manual work incident to the planting, spraying, pruning and trimming of trees or other related work.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

Wage range per diem*—\$2.30 to \$2.70 inclusive.

Wage rates—\$2.30, \$2.40, \$2.50, \$2.60, \$2.70.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Employed at annual rate:

Employed at per diem rate:

\$720	1 year	\$2.30	1 year
744	1 "	2.40	2 years
768	1 "	2.50	2 "
792	2 years	2.60	2 "
816	2 "		

* Advancement from rate to rate shall be granted only to Park Laborers having served a minimum of 150 days during the preceding year.

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

GRADE 2 (U P 2)**TITLES OF POSITIONS—**

PARK FOREMAN
GARDENER

DUTIES—**Park Foreman:**

The duties of Park Foremen are to plan and supervise the work of a group of employes in Grade 1 or of other laborers.

Examples:

Taking charge of a gang of climbers and pruners.

Taking charge of a gang repairing park roadways.

Gardener:

The duties of Gardeners, which require a high degree of gardening skill and which may include supervision of employes in Grade 1 or other employes, are to perform or to instruct other employes in the performance of technical work relating to the planting, propagation, cultivation and care of flowers, plants and shrubs.

Examples:

Setting out bulbs and plants.

Assisting head gardener in greenhouse work.

Directing a gang of park laborers in the care of flower beds or shrubberies.

QUALIFICATIONS—**Park Foreman:**

1. The minimum qualifications prescribed for Grade 1.
2. If appointed by promotion, not less than three years of experience in Grade 1, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Gardener:

1. Experience in gardening work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**Park Foreman:**

Range of annual compensation—\$960 to \$1200 inclusive.

Salary rates—\$960, \$1020, \$1080, \$1140, \$1200.

Per diem rate—\$3.25.

Gardener:

Range of annual compensation—\$900 to \$1140 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140.

Per diem rate—\$3.00.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Park Foreman:

\$960	1 year
1020	1 "
1080	2 years
1140	2 "

Gardener:

\$900	1 year
960	1 "
1020	2 years
1080	2 "

NOTES ON GRADE 2**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Park Foreman in charge of a section (Borough of Manhattan).

GRADE 3 (UP 3)**TITLES OF POSITIONS—**

DISTRICT PARK FOREMAN
HEAD GARDENER

DUTIES—**District Park Foreman:**

The duties of District Park Foremen, which include supervision of the work of employes in Grades 1 and 2, are to be responsible for the work of a large park district.

Head Gardener:

The duties of Head Gardeners, which include supervision of Gardeners in Grade 2, are to take charge of greenhouses and to be responsible for the gardening work of one or more boroughs.

QUALIFICATIONS—**District Park Foreman:**

1. The minimum qualifications prescribed for Park Foreman in Grade 2.
2. If appointed by promotion, not less than one year of experience as Park Foreman in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

Head Gardener:

1. The minimum qualifications prescribed for Gardener in Grade 2.
2. If appointed by promotion, not less than two years of experience as Gardener in Grade 2, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—**District Park Foreman:**

Range of annual compensation—\$1320 to \$1800 inclusive.
Salary rates—\$1320, \$1440, \$1560, \$1680, \$1800.
Per diem rate—\$4.00.

Head Gardener:

Range of annual compensation—\$1380 to \$1920 inclusive.
Salary rates—\$1380, \$1500, \$1620, \$1740, \$1920.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

District Park Foreman:

\$1320	1 year
1440	1 "
1560	2 years
1680	2 "

Head Gardener:

87

\$1380	1 year
1500	1 "
1620	2 years
1740	2 "

NOTES ON GRADE 3**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are among those appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

District Park Foreman in charge of a unit composed of several sections (Borough of Manhattan).

GRADE 4 (UP 4)**TITLES OF POSITIONS—****SUPERINTENDENT OF PARKS****DUTIES—**

The duties of incumbents of these positions are to direct, inspect and report on the work of employes in Grades 1, 2 and 3 and of other employes engaged in the care and maintenance of an entire system of parks and parkways, to advise with the Commissioner of Parks on questions involving the use of parks by the public, and to perform such other related work as may be assigned.

QUALIFICATIONS—

1. The minimum qualifications prescribed for District Park Foreman in Grade 3.
2. If appointed by promotion, not less than two years of experience as District Park Foreman in Grade 3, or if appointed as the result of an open competitive examination, experience in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$2700 to \$3960 inclusive.

Salary rates—\$2700, \$2940, \$3180, \$3420, \$3660, \$3960.

SPECIAL REGULATION GOVERNING COMPENSATION—

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

NOTES ON GRADE 4

Not Submitted for Adoption as Part of the Standard Specifications

The position of Superintendent of Parks at present exists only in the Boroughs of Brooklyn and The Bronx.

It is recommended that a position as Engineer and Superintendent be established in each borough. (See Grades 4 and 5 of the Engineer Group of the Professional Service.) Should consolidation of the various existing park units be effected under a single Commissioner, a position as Chief Engineer of Parks should be established combining the duties of Engineer and Superintendent over the whole park system of Greater New York, and the incumbent should supervise the work of four borough engineers of maintenance and operation

MISCELLANEOUS LABORER GROUP

SYMBOL (U Z)

The term Miscellaneous Laborer Group is applied to those offices or employments of the Unskilled and Miscellaneous Supervisory Service in which incumbents are required to perform routine or specialized laboring work of an exceptional nature not included in the other groups of the Unskilled and Miscellaneous Supervisory Service.

GRADE 1 (U Z 1)

TITLES OF POSITIONS—

LABORER (STORES)

DUTIES—

Laborer (Stores):

The duties of Laborers (Stores), which require ability to read, write and understand English and to perform simple arithmetical calculations, are to pack, unpack, receive, distribute and otherwise handle supplies, materials and equipment under the supervision of a Stores Foreman or a Storekeeper, to be responsible for the cleaning and orderliness of bins, floors, etc., and to perform under supervision such simple clerical work as may be required.

QUALIFICATIONS—

1. Such qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Laborer (Stores):

Range of annual compensation—\$744 to \$864 inclusive.

Salary rates—\$744, \$768, \$792, \$816, \$840, \$864.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate. See also page 28.

Laborer (Stores):

\$744	1 year
768	1 "
792	1 "
816	2 years
840	2 "

NOTES ON GRADE 1

Not Submitted for Adoption as Part of the Standard Specifications

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DIGEST OF SPECIFICATIONS **EXECUTIVE SERVICE**

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit
Executive Council			No recommendations							
Commissioner	1	Commissioner	\$3600-6000	\$3600 4500 5100 6000	Comm'r of Public Works	Bur. of Public Works in each Boro.				
	2	Commissioner	7500-15000	7500 9000 10500 12000 13500 15000						
Deputy Commissioner	1	Deputy Commissioner	3600-7500	3600 3900 4200 4500 4800 5100 5400 6000 6600 7500	Dep. Comm'r Dep. Comm'r 2d Dep. Comm'r 3d Dep. Comm'r Dep. Comm'r Dep. Comm'r Dep. Comm'r Dep. Comptroller Asst. Dep. Comptroller Dep. Comm'r	Dept. of Bridges Dept. of Public Charities Dept. of Public Charities Dept. of Public Charities Dept. of Correction Dept. of Docks & Ferries Dept. of Finance Dept. of Finance Fire Department				

DIGEST OF SPECIFICATIONS—Continued

EXECUTIVE SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Deputy Commissioner —Cont'd					Dep. Comm'r, Brooklyn & Queens	Fire Department				
					Dep. Comm'r	Office of Commissioner of Licenses				
					Dep. Comm'r	Police Department				
					Dep. Comm'r	Dept. of St. Cleaning				
					Dep. Comm'r	Tenement House Dept.				
					Dep. Comm'r in each Boro.	Dept. of Water Supply, Gas and Electricity				
					Dep. Chamberlain Asst. Comm'r of Pub. Works	Dept. of Finance Bur. of Public Works in each Boro.				
Executive Secretary	1	Executive Secretary	\$3000-5100	\$3000 3240 3480 3780 4080 4380 4680 5100	Sec'y of the Bd.	Armory Bd.				
					Asst. Sec'y	Art Commission				
					Sec'y of the Boro.	Office of the Boro. Pres. in each Boro.				
					Sec'y of the Dept.	Dept. of Bridges				
					Sec'y of the Dept.	Dept. of Public Charities				
					Sec'y to the Commission	Municipal/Civil Service Commission				
					Sec'y to the Dept.	Dept. of Correction				
					Sec'y to the Dept.	Dept. of Docks & Ferries				

DIGEST OF SPECIFICATIONS—Continued

EXECUTIVE SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Executive Secretary— Cont'd					Sec'y of the Bd. of Education	Dept. of Education				
					Sec'y to the Dept.	Dept. of Finance				
					Sec'y of the Dept.	Fire Dept.				
					Sec'y of the Dept.	Dept. of Health				
					Sec'y to Police Dept.	Police Dept.				
					Sec'y to the Bd.	Dept. of Taxes & Assessments				
					Sec'y of the Dept.	Tenement House Dept.				
					Sec'y	Bd. of Water Supply				
					Sec'y to the Dept.	Dept. of Water Supply, Gas and Electricity				
					Executive Sec'y of the Bd.	Court House Bd.				
Executive County Officer					Sec'y to the Bd.	Bd. of Child Welfare				
			See Appendix to Executive County Officer Group, page 48.							

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor	
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit
Accountant	1	Accounting Assistant	\$900-1380	\$900	Expert Acc't Auditor of Accts. Dep. Auditor of Accts.	Dept. of Docks & Ferries Dept. of Finance Dept. of Finance Dept. of Finance	Accountant †Examiner Auditor **Chief Acc't or Bookkeeper			Title	
				1020							
				1140							
				1260							
	2	Junior Accountant	1500-1920	1380	Expert Acc't Chief Acc't and Bookkeeper *Examining Inspectors Auditor of Accts.	Dept. of Finance Dept. of Finance Dept. of Finance Dept. of Finance					Title
				1500							
				1620							
				1740							
	3	Senior Accountant Auditor	2100-3660	1920	Auditor of Accts.	Dept. of Finance Bd. of Water Sup. Dept. of Water Supply, Gas and Electricity Comm'r of Accts.					Title
				2100							
2280											
2460											
4	Managing Accountant Senior Auditor Chief Auditor	3960 and up (No recommendation above \$6120)	2700	†Examiner of Accts.						Title	
			2940								
			3180								
			3420								
			3660								
			3960								
			4260								
			4560								
			4860							Title	
			5280								
			5700								
			6120								

* See also Inspector of Repairs and Supplies Group and Claim Investigator Group.

† See also Municipal Examiner Group.

** See also Bookkeeper Group.

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed		Department or Other Unit
Architect	1	Architectural Assistant	\$900-1380	\$900 1020 1140 1260 1380	Consulting Arch't Consulting Arch't Landscape Arch't †Supt. of School Buildings Asst. Supt.	Bureau of Buildings in each Boro. Court House Bd. Dept. of Parks	Architectural Designer Architect †Chief Plan Examiner Chief Draftsman (Architectural) †Dep. Supt. of School Bldgs.				
	2	Junior Architect	1500-2100	1500 1620 1740 1920 2100		Dept. of Education Ten. House Dept.					
	3	Assistant Architect Assistant Architect (Landscape)	2280-3180	2280 2460 2700 2940 3180							
	4	Architect Consulting Architect Architect (Landscape)	3420 and up (No recommendation above \$4560) Per Diem: \$25 and up	3420 3660 3960 4260 4560							

† See also Engineer Group.

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes							
Group	Gr.	Title	Salary Range	Rates	Exempt			Competitive	Non-Competitive		Labor
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit	Title
Bacteriologist	1	Assistant Bacteriologist	\$1500-2100 (full time)	\$1500	Bacteriologist Laboratory Supervisor Asst. Director of Bacteriological Laboratory, Dept. of Health						
				1620							
				1740							
				1920							
				2100							
	2	Bacteriologist	2280-3420 (full time)	1200							
				1320							
				1440							
				1560							
				1680							
	3	Director of Health Laboratories	5100 and up (No recommendation above \$6940)	1800							
				2280							
				2460							
				2700							
				2940							
				3180							
				3420							
				1980							
				2160							
				2340							
				2580							
				2820							
				3060							
				5100							
				5520							
				5940							

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Chaplain	1	Chaplain	\$900 with or without maintenance (full time) 480 without maintenance (Not less than 1 day a week) 600		Chaplain	Bellevue & Allied Hospitals Dept. of Pub. Charities Dept. of Correction Fire Dept. Dept. of Health				Title
		Assistant to Chaplain in institutions or group of institutions			Chaplain					
Chemist and Physicist	1	Junior Chemist Junior Physicist	900-1380	\$900 1020 1140 1260 1380	Director of Laboratory Consulting Chemist	Bd. of Estimate & Apportionment Fire Dept.	Chemist Engineering Chemist Fuel Engineering Chemist			
		Assistant Chemist Assistant Physicist								
	2		1500-2100 (full time)	1500 1620 1740 1920 2100						
			1020-1380 (Not less than 18 hours a week)	1020 1140 1260 1380						

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit
Chemist and Physicist— Cont'd	3	Chemist Physicist	\$2280-3660	\$2280 2460 2700 2940 3180 3420 3660							
	4	Director (Central Testing Laboratory)	5100 and up (No recommendation above \$5940)	5100 5520 5940							
Dentist	1	Dental Internes	120-240	120 240			Dentist		Dentist	\$400	Dept. of Pub. Charities
	2	Dentist	900-1380 with maintenance for full time service 900-1380 without maintenance (not less than 18 hours a week)	900 1020 1140 1260 1380 900 1020 1140 1260 1380							

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	
Dentist— Cont'd	3	Supervising Dentist	\$1500-1740 with maintenance for full time service	\$1500 1620 1740						
			1500-1740 without maintenance (not less than 18 hours a week)	1500 1620 1740						
Dietitian	1	Dietitian	720-900 with maintenance	720 780 840 900			Dietitian	Dietitian Asst. Dietitian	\$900* 600*	Dept. of Pub. Charities and Bellevue and Allied Hospitals
	2	Head Dietitian	1020-1380 with maintenance	1020 1140 1260 1380						
	3	Departmental Dietitian	1800-2820 with or without maintenance	1800 1980 2160 2340 2580 2820						

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Engineer	1	Engineering Assistant	\$900-1380	\$900 1020 1140 1260 1380	Division Engineer	Dept. of Water Supply, Gas & Electricity	Asst. Engineer			
	2	Junior Engineer	1500-2100	1500	*Supt. of School Buildings	Dept. of Education	Asst. Topographical Engineer			
		Junior Engineer (Civil)		1620	Dept. of Water Supply	Asst. Surveyor				
		Junior Engineer (Mechanical)		1740	Dept. of Water Supply	Engineer				
		Junior Engineer (Electrical)		1920	Dept. of Water Supply, Gas & Electricity	Surveyor				
Junior Engineer (Sanitary)	2100	Consulting Engr.	Bd. of Water Supply	Structural Engr.						
3	Assistant Engineer	Assistant Engineer	2280-3180	2280	Chief Engineer of Water Supply	Dept. Water Supply, Gas & Electricity	Mechanical Engr.			
		Assistant Engineer (Civil)		2460	Deputy Chief Engineer	Dept. Water Supply, Gas & Electricity	Engr. Inspector			
		Assistant Engineer (Mechanical)		2700	Engineer	Dept. Water Supply, Gas & Electricity	Chief Draftsman, Mechanical			
		Assistant Engineer (Electrical)		2940	Chief Engineer of Light & Power	Dept. Water Supply, Gas & Electricity	Chief Draftsman, Electrical			
	Assistant Engineer	Assistant Engineer	3180	3180	Consulting Engr.	Dept. Water Supply, Gas & Electricity	*Chief Plan Examiner			
		Assistant Engineer (Mechanical)		Consulting Engr. of Water Supply	Dept. Water Supply, Gas & Electricity	*Deputy Supt. of School Buildings				
		Assistant Engineer (Electrical)		Consulting Engr. in the Elec. Bureau	Dept. Water Supply, Gas & Electricity	Chief Engineer				
		Assistant Engineer (Sanitary)		Consulting Engr., Richmond	Bur. of Pub. Works					
Assistant Engineer	Consulting Engr., Queens	Bur. of Pub. Works								
Assistant Engineer (Power Plant Supervision)	Consulting Engr. of Sewers, Man.	Bur. of Pub. Works								

* See also Architect Group.

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit
Engineer— Cont'd	4	Senior Assistant Engineer	\$3420-4560	\$3420	Chief Engineer of Highways, Man.	Bur. of Pub. Works					
		Senior Assistant Engineer (Civil)		3660	Consulting Engr., Bronx	Bur. of Pub. Works					
		Senior Assistant Engineer (Mechanical)		3960	Examining Engr.	Dept. St. Cleaning					
		Senior Assistant Engineer (Electrical)		4260	Chief Engineer	Bd. of Water Supply					
		Senior Assistant Engineer (Sanitary)		4560	Dep. Chief Engr.	Bd. of Water Supply					
	5	Engineer (Civil)	4860-6600	4860	Chief Engineer	Dept. of Bridges					
		Engineer (Mechanical)		5280	Consulting Engr.	Dept. of Bridges					
		Engineer (Electrical)		5700	Consulting Engr.	Court House Board					
		Engineer (Sanitary)		6120	Chief Engineer	Dept. of Docks & Ferries					
		Chief Engineer		6600	Consulting Sanitary Engineer	Bd. of Est. & App.					
	6	Consulting Engineer	7200 and up (No recommendation above \$9000)	7200	Sanitary Engineer	Fire Dept.					
		Chief Engineer		7800	Chief Engineer	Dept. of Health					
		Consulting Engineer		8400	Chief Engineer, Man. & Rich.	Park Dept.					
				9000	Chief Engineer, The Bronx	Park Dept.					
					Consulting Engr., Man.	Bur. of Pub. Works					
Forester	1	Forester	1920-2700	1920							
				2100							
				2280							
				2460							
				2700							

DIGEST OF SPECIFICATIONS—Continued **PROFESSIONAL SERVICE—Continued**

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Lawyer	1	Junior Law Assistant	\$900-1380	\$900	Asst. to the Corporation Counsel with annual salary not less than \$3000	Law Dept.	Deputy Assistant Corporation Counsel Junior Assistant Corporation Counsel			
				1020						
				1140						
				1260						
	2	Junior Assistant Corporation Counsel	1500-2280	1380						
				1500						
				1620						
				1740						
	3	Legal Adviser Deputy Assistant Corporation Counsel	2520-4680	1920						
				2100						
				2280						
				2520						
	4	Senior Legal Adviser Assistant Corporation Counsel	5100 and up (No recommendation above \$9000)	2760						
				3000						
				3240						
				3480						
				3780						
				4080						
				4380						
				4680						
				5100						
				5520						
				5940						
				6600						
				7200						
				7800						
				8400						
				9000						

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES							
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR		
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit	
Nurse	1	Nurse**	\$600-720 with maintenance	\$600	General Supt. of Training School	Bellevue & Allied Hospitals	Nurse	Supervising Nurse (Hospital Service)	\$850*	Dept. of Public Charities		
				660					Dept. of Public Charities	960*	Dept. of Public Charities	
				720						900*	Dept. of Correction	
				900						900*	Bellevue & Allied Hospitals	
				960						1200*	Hospitals for Contagious Diseases, Department of Health	
	1020	Asst. Supt. of Nurses	Bellevue & Allied Hospitals	Trained Nurse	Nurse	900*	Otisville Sanatorium					
	1080							780*	Board of Inebriety			
	780							720*	Dept. of Pub. Charities			
	840							960*	Dept. of Pub. Charities			
	900											
2	Chief Nurse**	780-1200 with maintenance	960	Supt. of Nurses	Bellevue & Allied Hospitals	Bellevue & Allied Hospitals	Trained Nurse	Nurse	900*	Otisville Sanatorium		
			1020								780*	Board of Inebriety
			1080								720*	Dept. of Pub. Charities
			1140								960*	Dept. of Pub. Charities
			1200									
3	Assistant Superintendent of Nurses	1140-1440	1140	Senior Field Nurse			Trained Nurse	Special Officer	720*	Dept. of Pub. Charities		
			1200								960*	Dept. of Pub. Charities
			1260									
			1320									
			1380									
1440												
			1320	Assistant Superintendent of Nurses	1320-1560 with maintenance							
		1440										
		1560										

* With maintenance.

** An additional compensation of \$45 may be paid for each three months of continuous service in tuberculosis, psychopathic or alcoholic hospitals or wards.

DIGEST OF SPECIFICATIONS—Continued **PROFESSIONAL SERVICE—Continued**

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Nurse—Cont'd		Assistant Director of Field Nurses	\$1560-1680	\$1560 1680						
	4	Superintendent of Nurses	1680-1980 with maintenance	1680 1800 1980						
		Director of Field Nurses	1800-2160	1800 1980 2160						
	5	General Superintendent of Nurses	2160-3060 with maintenance	2160 2340 2580 2820 3060						
Pathologist	1	Assistant Pathologist	1500-2100	1500 1620 1740 1920 2100			Pathologist	Pathologist Asst. Pathologist Resident Pathologist	\$1500 600* 600*	Sea View Bellevue & Allied Hospitals Bellevue & Allied Hospitals
	2	Pathologist	2280-3420 (full time)	2280 2460 2700 2840 3180 3420						

* With maintenance.

DIGEST OF STANDARD SPECIFICATIONS

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit	Title
Pathologist--- Cont'd	3	Director of Pathological Laboratories	\$1500-1920 (Not less than 18 hrs. a week)	\$1500 1620 1740 1920							
			5100 and up (No recommendation above \$5940)	5100 5520 5940							
Pharmacist	1	Assistant Pharmacist	900-1140 with or without maintenance	900 1020 1140			Apothecary Pharmacist	Pharmacist	\$720	Sea View	
	2	Pharmacist	1260-1500 with or without maintenance	1260 1380 1500							
	3	Head Pharmacist	1620-2460	1620 1740 1920 2100 2280 2460							

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Physician— Cont'd		Assistant Physician (Clinic)	\$300-660 (Not less than 6 hrs. a week)	\$300 480 660			Medical Supt. General Medical Supt.	Hospital Physician at Farm Colony	\$500	Dept. of Public Charities
			900-1140 (Not less than 18 hrs. a week)	900 1020 1140			Superintendent of Municipal Sanatorium at Otisville, N. Y. †	Executive Interne	720*	Dept. of Public Charities
								Examining Physician Resident	480*	Dept. of Public Charities
								Examining Physician Resident	1800*	Sea View Hospital
								Resident Interne	540*	Sea View Hospital
								Instructor in Anaesthesia	750	Bellevue & Allied Hospitals
								Physician to Out-Patients	600	Bellevue & Allied Hospitals
								Admitting Physician of 2 years service at Bellevue Hospital	1020*	Bellevue & Allied Hospitals
								Medical Interne	360*	Dept. of Correction
								Asst. Physician	900*	Dept. of Public Charities
	3	Physician Physician (Alienist) Physician (Anaesthetist) Physician (Roentgenologist) Physician (Oculist) Physician (Laryngologist)	1500-2280 with maintenance in hospital or institutional service 1200-1560 (Not less than 24 hrs. a week)	1500 1620 1740 1920 2100 2280 1200 1320 1440 1560						

† See also Institutional Supervisor Group. * With maintenance.

DIGEST OF SPECIFICATIONS—Continued **PROFESSIONAL SERVICE—Continued**

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor	
					Title	Department or Other Unit	Title	Rate Not to Exceed	Title		Department or Other Unit
Physician— Cont'd			\$1020-1380 (Not less than 18 hrs. a week)	\$1020 1140 1260 1380					Physician	\$1500* Sea View Hospital	Title
		Physician (Supervising District)	1740-2280	1740 1920 2100 2280							
		Physician (Diagnostician)	1260-1500 (Not less than 18 hrs. a week)	1260 1380 1500							
	4	Senior Physician	2520-3480 with maintenance in hospital or institutional service	2520 2760 3000 3240 3480							
		Senior Physician (Alienist)									
		Senior Physician (Anaesthetist)									
		Senior Physician (Roentgenologist)									
		Senior Physician (Orthopedist)	1620-2100 (Not less than 18 hrs. a week)	1620 1740 1920 2100							
		Assistant Medical Superintendent									

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit
Physician— Cont'd	5	Senior Physician (Assistant Registrar)	\$2520-3000	\$2520 2760 3000							
		Medical Superintendent	3780-4680	3780 4080 4380 4680							
		Chief Physician	with main- tenance in								
		Chief Physician	hospital or								
		Chief Physician (Alienist)	institu- tional								
		Chief Physician (Diagnostician)	service								
		Chief Physician (Registrar)	2280-2700	2280 2460 2700							
		(Not less than 18 hrs. a week)									
	6	General Medical Superintendent Health Director	5100 and up with main- tenance in hospital or institu- tional service (No recom- mendation above \$5940)	5100 5520 5940							

DIGEST OF SPECIFICATIONS—Continued

SUB-PROFESSIONAL SERVICE

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Apprentice Pharmacist	1	Apprentice Pharmacist	\$360-480 with or without maintenance	\$360 420 480						
Arboriculturist	1	Arboriculturist	1260-1740	1260 1380 1500 1620 1740			Arboriculturist			
Draftsman	1	Junior Draftsman	900-1200	900 960 1020 1080 1140 1200			Estimator Jr. Topographical Draftsman Topographical Draftsman Jr. Draftsman (Architectural) Architectural Draftsman Jr. Draftsman (Mechanical) Mechanical Draftsman Jr. Draftsman (Electrical) Mechanical Draftsman (Electrical)			
	2	Draftsman	1320-1800	1320 1440 1560 1680 1800						
		Plan Examiner	1200-1800	1200 1320 1440 1560 1680 1800						

DIGEST OF SPECIFICATIONS—Continued

SUB-PROFESSIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Draftsman— Cont'd										
Instrumentman	1	Junior Instrumentman	\$900-1200	\$900 960 1020 1080 1140 1200			Structural Steel Draftsman Plan Examiner			
	2	Instrumentman	1320-1800	1320 1440 1560 1680 1800			Hydrographer Heliotroper Rodman Transitman and Computer Measurer			
Laboratory Assistant	1	Laboratory Assistant (Bacteriology) Laboratory Assistant (Pathology) Laboratory Assistant (Chemistry) Laboratory Assistant (Physics)	600-1200 with or without main- tenance*	600 720 840 960 1080 1200			Laboratory Assistant	Laboratory Assistant	\$600	Otisville Sanatorium
Law Clerk	1	Junior Law Clerk	900-1200	900 960 1020 1080 1140 1200			Law Clerk			

* No rate with maintenance above \$960.

DIGEST OF SPECIFICATIONS—Continued

SUB-PROFESSIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Law Clerk— Cont'd	2	Law Clerk	\$1320-1800	\$1320 1440 1560 1680 1800						
	3	Senior Law Clerk	1980-2820	1980 2160 2340 2580 2820						
	4	Assistant Chief Law Clerk	3060-4140	3060 3300 3540 3840 4140						
	5	Chief Law Clerk	4440-5160	4440 4740 5160						
	1	Pupil Nurse: Bellevue & Allied Hospitals Dept. of Public Charities	120-180 with main-tenance	96 with main-tenance 120 144 180				Pupil Nurse Pupil Nurse Head Pupil Nurse	\$180* 180* 480*	Dept. of Public Charities Bellevue & Allied Hospitals Bellevue & Allied Hospitals

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes							
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE			LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit	
Title Examiner	1	Junior Title Examiner	\$900-1320	\$900			Searcher Title Examiner				
				960							
				1020							
				1080							
				1140							
		2	Title Examiner	1440-1980	1200						
	1260										
	1320										
	1440										
	1560										
	3	Senior Title Examiner	2160-3060	1680							
1800											
1980											
2160											
2340											
				2580							
				2820							
				3060							
Miscellaneous Sub-Professional Worker	1	Psychologist	1500-1920	1500			Psychologist				
				1620							
				1740							
				1920							
				900							
				1020							
				(Not less than 21 hrs. a week.)							
				1140							
				1260							

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Attendance Officer	1	Attendance Officer	\$1020-1380	\$1020 1080 1140 1200 1260 1320 1380			Attendance Officer *Asst. Director, Bur. of Compulsory Education, School Census and Child Welfare			
	2	Supervising Attendance Officer	1500-1920	1500 1620 1740 1920			*Director, Bur. of Compulsory Education, School Census and Child Welfare			
	3	Assistant Director of School Attendance	2100-2700	2100 2280 2460 2700						
	4	Director of School Attendance	3600-4200	3600 3900 4200						
Civil Service Examiner	1	Physical Examiner (Civil Service)	1680-2160	1680 1800 1980 2160	Expert Examiner	Municipal Civil Service Commission	Civil Service Examiner Chief Examiner, Civil Service Commission			

* At present under the Board of Education.

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Civil Service Examiner-- Cont'd	2	Civil Service Examiner	\$2100-2700 Per Diem: \$5.00 or 7.00	\$2100 2280 2460 2700						
	3	Senior Civil Service Examiner Senior Civil Service Examiner (Engineering) Senior Civil Service Examiner (Service Records)	2940-3420	2940 3180 3420						
		Senior Civil Service Examiner (Medical)	2940-3420	2940 3180 3420						
			2100-2460 (Not less than 18 hrs. a week) Per Diem: \$10.00	2100 2280 2460						
	4	Assistant Chief Civil Service Examiner	3660-4260	3660 3960 4260						

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit	Title
Civil Service Examiner—Cont'd		Supervising Civil Service Examiner (Medical)	\$3660-4260	\$3660 3960 4260							
			2700-3180 (Not less than 18 hrs. a week)	2700 2940 3180							
	5	Chief Civil Service Examiner	4560-4860	4560 4860							
Civil Service Investigator	1	Civil Service Investigator	1500-1740	1500 1560 1620 1680 1740			Investigator, Civil Service Commission				
	2	Supervising Civil Service Investigator	2400-3120	2400 2640 2880 3120							
Claim Investigator	1	Claim Investigator	1080-1500	1080 1140 1200 1260 1320 1380 1440 1500	*Examining Inspector	Dept. of Finance	Examiner of Sewer Claims				

* See also Accountant Group and Inspector of Repairs and Supplies Group.

DIGEST OF SPECIFICATIONS—Continued

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit
Claim Investigator—Cont'd	2	Senior Claim Investigator	\$1620-2280	\$1620 1740 1920 2100 2280						
Deputy Tax Commissioner	1	Deputy Tax Commissioner	2400-3600	2400 2640 2880 3120 3360 3600	Appraiser of Real Estate Assistant to Each Commissioner	Dept. of Finance Dept. of Taxes & Assessments	Dep. Comm'r of Taxes & Assessments			
	2	Senior Deputy Tax Commissioner (Borough Chief) Senior Deputy Tax Commissioner (Real Estate of Corporations) Senior Deputy Tax Commissioner (Personal Estate of Borough) Senior Deputy Tax Commissioner (Personal Estate of Corporations)	3900-4200	3900 4200						

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Deputy Tax Commissioner —Cont'd	3	Assistant Chief Deputy Tax Commissioner (Real Estate)	\$4200-4500	\$4200 4500						
	4	Chief Deputy Tax Commissioner (Real Estate)	4800-7200	4800 5220 5640 6060 6600 7200						
Fire Investigator	1	Assistant Fire Marshal	1500-1740	1500 1560 1620 1680 1740	Special Investigator*	Fire Dept.	Asst. Fire Marshal Fire Marshal			
	2	Fire Marshal	1920-2280	1920 2100 2280						
	3	Deputy Chief Fire Marshal	2520-3000	2520 2760 3000						
	4	Chief Fire Marshal	3240-4080	3240 3480 3780 4080						

* See also Municipal Examiner Group.

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit
Municipal Examiner	1	Assistant Municipal Examiner	\$1200-1800	\$1200	Examiner	Office of the Pres. of the Board of Aldermen	Investigator				
				1320	†Examiner of Accts.	Comm'r of Accts. Dept. of Finance	†Examiner Salary & Grade				
				1440	Examiner of Accts. of Institutions	Bd. of Water Supply	Examiner, Law Dept.				
				1560	Examiner of Real Estate, Taxes & Legislation	Comm'r of Accts. Comm'r of Accts.	Examiner, Bd. of City Record				
	2	Municipal Examiner	1980-2820	1680	Examining Engineer	Fire Dept.	Inspector				
				1800	Special Investigator*	Dept. Water Supply, Gas & Electricity	Associate Efficiency Engineer				
				1980	General Inspector	Dept. of Finance	Chief Efficiency Engineer				
				2160	Clerk to the Comptroller	Dept. of Finance	Engineer				
	3	Senior Municipal Examiner	3060-3840	2340	Supervising Statistician & Examiner	Bd. of Estimate & Apportionment					
				2580	Dir. of the Bur. of Contract Supervision	Bd. of Estimate & Apportionment					
				2820	Dir. of the Bur. of Standards	Office of the Pres. of the Board of Aldermen					
				3060	Chief Examiner						
	4	Chief Municipal Examiner Chief Municipal Examiner (Pensions) Chief Municipal Examiner (Purchase and Supplies) Chief Municipal Examiner (Personal Service)	4140-4740	3300	Chief Examiner						
				3540	Chief Examiner						
				3840	Chief Examiner						
				4140	Chief Examiner						

* See also Fire Investigator Group.

† See also Accountant Group.

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Municipal Examiner— Cont'd	5	Director (Bureau of Personal Service) Director (Bureau of Contract Supervision)	\$2400-2880 (Not less than 18 hrs. a week) Per Diem: \$15 6000 and up 3000 and up (Not less than 18 hrs. a week) Per Diem: \$20 or \$25	\$2400 2640 2880						
Probation Officer	1	Probation Officer Parole Officer	1200-1560	1200 1260 1320 1380 1440 1500 1560	Deputy Chief Probation Officer Chief Probation Officer	Court of Special Sessions Court of Special Sessions	Probation Officer Chief Probation Officer			
	2	Senior Probation Officer Senior Parole Officer	1680-2160	1680 1800 1980 2160						

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Probation Officer—Cont'd	3	Deputy Chief Probation Officer	\$2340-2820	\$2340 2580 2820						
	4	Chief Probation Officer	3060-4140	3060 3300 3540 3840 4140						
Social Investigator	1	Social Investigator	1080-1380	1080 1140 1200 1260 1320 1380			Visitor, Dept. of Public Charities Social Investigator Supt., Bur. of Dependent Adults, Dept. of Public Charities Supervising Social Investigator Dir. of Social Investigations	Employment Agent** Employment Agent**	\$900* 900	Bellevue & Allied Hospitals Bellevue & Allied Hospitals
	2	Senior Social Investigator	1500-2100	1500 1620 1740 1920 2100						
		Senior Social Investigator (Institutions)	1500-1920	1500 1620 1740 1920						

** See also Clerical Service. * With maintenance.

DIGEST OF SPECIFICATIONS—Continued **INVESTIGATIONAL SERVICE—Continued**

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Social Investigator— Cont'd	3	Chief Social Investigator	\$2280-2940	\$2280 2460 2700 2940						
	4	Director of Social Investigation	3900-4500	3900 4200 4500						
Statistician	1	Junior Statistician Junior Actuary	1200-1800	1200 1320 1440 1560 1680 1800			Statistician Asst. Registrar of Records Registrar of Records			
	2	Assistant Statistician Assistant Actuary	1980-2820	1980 2160 2340 2580 2820						
	3	Statistician Actuary	3060-3840	3060 3300 3540 3840						
	4	Chief Statistician Chief Actuary (Pensions)	4140-4740	4140 4440 4740						

DIGEST OF SPECIFICATIONS—Continued

INVESTIGATIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Miscellaneous Investigator	1	Charity Application Investigator	\$600-900	\$600	Confidential	Office of the Boro. Pres. in each Boro. Dept. of Public Charities Dept. of Docks & Ferries Dept. of Street Cleaning Office of Comm'r of Accounts Dept. of Public Charities Police Dept.	Supt. of Employment Agency			Title
				660	Inspector					
				720	Confidential					
				780	Inspector					
				840	Confidential					
900	Inspector									
	2	Special Investigator	1200-2160	1200	Inspector					
				1320	Examining					
				1440	Inspector					
				1560	†Clerk to each					
				1680	Coroner					
1800	General									
1980	Inspector									
2160	Confidential Investigator									
	3									
	4	Director (Public Employment Bureau)	3000-3480	3000						Title
		3240								
		3480								

† To be abolished.

DIGEST OF SPECIFICATIONS—Continued

EDUCATIONAL SERVICE

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Industrial Instructor	1	Industrial Instructor (Handicrafts) Industrial Instructor (Farming) Industrial Instructor (Trades)	\$900-1500 with or without maintenance	\$900		Instructor in Carpentry and Woodworking Teacher	Broom Maker Instructor Asst. Trade Instructor Asst. Trade Instructor	\$720* 600* 600	Dept. of Pub. Charities Dept. of Pub. Charities Dept. of Pub. Charities	Title
				960						
				1020						
				1080						
				1140						
				1200						
				1260						
				1320						
				1380						
				1440						
				1500						
	2	Superintendent of Industries	2400-3600	2400					*	
2640										
2880										
3120										
3360										
				3600						
Recreation Instructor	1	Recreation Instructor Recreation Instructor (Swimming) Recreation Instructor (Athletics) Recreation Instructor (School Farms)	900-1020 Per diem: \$3.00	900	Supt. of Recreation, Manhattan and Richmond	Dept. of Parks	Instructor, Gymnasium Swimming Instructor Attendant, Gymnasium Attendant, Playground Attendant, School Farm			
				960						
				1020						
	2	Head Recreation Instructor	1140-1500	1140						
				1260						

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued **EDUCATIONAL SERVICE—Continued**

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Recreation Instructor—Cont'd	3	Head Recreation Instructor (School Farms)	Per diem: \$4.00	\$1380 1500						
		Assistant Director of Recreation	1620-2100	1620 1740 1920 2100						
		Assistant Director of Recreation (School Farms)								
		Supervisor (Volunteer Life Saving Corps)	1500-1740	1500 1620 1740						
		Director of Recreation	2700-3660	2700 2940 3180 3420 3660						
Miscellaneous Instructor	1	Institutional Instructor (Band Music)	900-1200	900 960 1020 1080 1140 1200			Kindergarten Instructor	Bandmaster	\$720*	Dept. of Pub. Charities
		Institutional Instructor (Kindergarten)	720-900	720 780 840 900						

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE			LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit	
Bookkeeper	1	Junior Bookkeeper	\$840-1200	\$840 960 1080 1200			Bookkeeper Chief Accountant or Bookkeeper *				
	2	Bookkeeper	1320-1800	1320 1440 1560 1680 1800							
	3	Senior Bookkeeper	1980-2820	1980 2160 2340 2580 2820							
Cashier	1	Cashier	1320-1800	1320 1440 1560 1680 1800	City Paymaster Dep. City Pay- master Collector of City Revenues & Supt. of Markets	Dept. of Finance Dept. of Finance Dept. of Finance	Cashier				
	2	Senior Cashier	1980-2160	1980 2160	Dep. Collector of City Revenues	Dept. of Finance					
	3	Assistant Receiver of Revenue	2340-4140	2340 2580 2820	Dep. Supt. of Markets Collector of Assess- ments & Arrears	Dept. of Finance Dept. of Finance					

* See also Accountant Group.

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Cashier— Cont'd	4	Receiver of Revenue City Paymaster	\$4440-5160	\$3060	Dep. Collector of Assessments and Arrears in each Boro.	Dept. of Finance				
				3300	Receiver of Taxes	Dept. of Finance				
				3540	Dep. Receiver of Taxes in each Boro.	Dept. of Finance				
				3840	Cashier Security Deposit Clerk	Dept. of Finance				
				4140	Cashier Water Register	Fire Dept.				
Clerk	1	Junior Clerk	300-540	4440	Cashier, Bur. of Highways	Dept. of Water Supply, Gas & Electricity				
				4740		Bur. of Pub. Works in each Boro.				
				5160						
				300	Executive Sec'y	Bd. of Inebriety Court of Special Sessions	Clerk Temporary Clerk	†Employment Agent	\$900*	Bellevue and Allied Hospitals
				360	Confidential Clerk to the Chief Justice Sec'y	Court of Special Sessions	Financial Clerk Statistical Clerk	†Employment Agent	900	Bellevue and Allied Hospitals
2A	Assistant Clerk A		600-720	420	Chief Clerk	Bd. of Estimate & Apportionment	Cataloguer			
				480	Chief Clerk	Bd. of Estimate & Apportionment	Tabulator Computer of Assessments			
				540	Chief Stock and Bond Clerk	Dept. of Finance	Timekeeper Ticket Agent			
				600						
				660						
				720						

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit
Clerk—Cont'd	2B	Assistant Clerk B	\$840-1200	\$840	Sec'y to the College	Hunter College	Asst. Secretary Chief Clerk Chief of Bertillon System			
				960	Confidential Clerk	Hunter College				
				1080	to the Faculty					
				1200	Confidential Clerk	Office of the Comm'r of Licenses				
		Assistant Clerk (Hollerith Operator) Assistant Clerk (Multigraph Operator)	720-960	720	Sec'y of Park Bd.	Dept. of Parks				
				840	Executive Clerk to the Comm'r	Police Dept.				
				960	Complaint Clerk	Police Dept.				
					Property Clerk	Police Dept.				
	3	Clerk Clerk (Bertillon) Clerk (Finger Print)	1320-1800	1320	Asst. Property Clerk	Police Dept.				
				1440	Clerk of the Commission	Sinking Fund				
				1560	Chief Clerk in each Boro. except Manhattan	Dept. of Taxes & Assessments				
				1680	Chief Clerk	Bd. of Water Supply				
		Clerk (Computer)	1200-1800	1200	Clerk to the Bd. of Examiners	Bd. of Examiners				
				1320	Sec'y to the Pres.	Hunter College				
				1440	Asst. Sec'y	Bd. of Estimate & Apportionment				
				1560	Superintendent	Tenement House Dept.				
4	Senior Clerk Senior Clerk (Finger Print)	1980-2580	1680	†Chief Clerk for Bd. and Boro.	Bd. of Elections					
			1800							
			1980							
			2160							
				2340						
				2580	†Dep. Chief Clerk for Bd. and Boro.	Bd. of Elections				

† Salaries mandatory.

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Clerk—Cont'd		Senior Clerk (Computer)	\$1980-2340	\$1980 2160 2340	†Clerk to Bd.	Bd. of Elections				
	5	Chief Clerk Recording Secretary	2820-3540	2820 3060 3300 3540						
Court Clerk	1	Assistant Court Clerk	1800-2340	1800 1980 2160 2340	Clerk Deputy Clerk Chief Clerk	City Court City Court City Magistrate's Ct., 1st Div.		Asst. Court Clerk Dep. Court Clerk		
	2	Court Clerk	2340-3300	2340 2580 2820 3060 3300	Court Clerk Chief Clerk Court Clerk	City Magistrate's Ct., 1st Div. City Magistrate's Ct., 2d Div. City Magistrate's Ct., 2d Div.				
	3	Deputy Chief Clerk	In Magistrates' Court: 3540-4140 In Children's Court: 3540-3840	3540 3840 4140 3540 3840	Clerk to each District Clerk to each Justice Deputy Clerk to each District Asst. Clerk Chief Clerk	Municipal Court Municipal Court Municipal Court Municipal Court of Special Sessions				

†Salaries mandatory.

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Court Clerk— Cont'd	4	Chief Court Clerk	\$4440-5160	\$4440 4740 5160	Clerk of the Ct., Manhattan	Court of Special Sessions				
					Dep. Clerk of the Ct., Manhattan	Court of Special Sessions				
					Clerk of the Ct., The Bronx	Court of Special Sessions				
					Dep. Clerk of the Ct., The Bronx	Court of Special Sessions				
					Clerk of the Ct., Brooklyn	Court of Special Sessions				
					Dep. Clerk of the Ct., Brooklyn	Court of Special Sessions				
					Clerk of the Ct., Richmond	Court of Special Sessions				
					Clerk of the Children's Ct., Manhattan	Court of Special Sessions				
					Deputy Clerk of the Children's Court, Manhat- tan & Bronx	Court of Special Sessions				
					Clerk of the Chil- dren's Court, The Bronx	Court of Special Sessions				
					Deputy Clerk of the Children's Ct., The Bronx	Court of Special Sessions				
					Clerk of the Chil- dren's Court, Brooklyn	Court of Special Sessions				

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Court Clerk— Cont'd					Deputy Clerk of the Children's Ct., Brooklyn	Court of Special Sessions				
					Clerk of the Children's Court, Queens	Court of Special Sessions				
					Clerk of the Children's Court, Richmond	Court of Special Sessions				
					Chief Clerk, Children's Court	Court of Special Sessions				
Departmental Librarian	1	Departmental Librarian	\$900-1500	\$900 1020 1140 1260 1380 1500			Librarian Librarian, City Court	Librarian	\$900	Hospitals for Contagious Diseases, Dept. of Health
	2	Law Librarian Court Librarian	1800-2820	1800 1980 2160 2340 2580 2820						
Interpreter	1	Interpreter	1080-1260	1080 1140 1200 1260			Interpreter Examiner with knowledge of Yiddish	.		

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Interpreter— Cont'd		Court Interpreter in City Magistrates' Courts, Municipal Courts, or Court of Special Sessions	\$1380-2100	\$1380			Examiner with knowledge of Italian			
	1500									
	1620									
	1740									
	1920									
	2100									
		Court Interpreter in City Court	1500-2280	1500						
	1620									
	1740									
	1920									
	2100									
	2280									
Messenger	1	Messenger* Process Server†	840-1200	840	Messenger in the	Dept. of Finance	Messenger Notice Server Process Server			
				900	Paymaster's					
				960	Office and Audit-					
				1020	ing Bureau					
				1080	Bank Messenger					
				1140	Bank Messenger in	Dept. of Finance				
				1200	the Office of the Chamberlain					
Private Secretary	1	Private Secretary	1800-2160	1800	Sec'y to Pres. Sec'y to Pres.	Bellevue & Allied Hospitals Boros. of Manhat- tan, Brooklyn, Queens and The Bronx				
				1980						
				2160						

* \$300 additional may be paid for service as Messenger to members of Board of Estimate and Apportionment.
† Process Servers temporarily employed shall be paid \$1.15 for each paper actually served.

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit	Title
Private Secretary—Cont'd	2	Senior Private Secretary	\$2340-3540	\$2340 2580 2820 3060 3300 3540	Sec'y to Comm'r Sec'y to Comm'r	Dept. of Bridges Dept. of Public Charities					
					Sec'y to 2nd Deputy Comm'r	Dept. of Public Charities					
					Sec'y to Comm'r Private Sec'y to Chief Justice	Dept. of Correction Court of Special Sessions					
	3	Executive Private Secretary	3600 up		Sec'y to Comm'r Sec'y to City Supt. Sec'y to Comm'r's	Dept. of Docks and Ferries Dept. of Education Bd. of Elections of the City of New York					
					Sec'y to Chamberlain Sec'y to Comm'r Sec'y to Deputy Comm'r Sec'y to Pres. Sec'y to Corporation Counsel Sec'y to Comm'r Sec'y to the Mayor Asst. Sec'y Executive Sec'y Sec'y to each Comm'r Sec'y to Comm'r	Dept. of Finance Fire Dept. Fire Dept. Health Dept. Law Dept. Dept. of Licenses Mayor's Office Mayor's Office Mayor's Office Dept. of Parks Police Dept.					

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Private Secretary— Cont'd					Sec'y to each Deputy Comm'r of Public Works	Police Dept.				
					Sec'y to Comm'r of Public Works	Bur. of Public Works in each Boro.				
					Sec'y to Comm'r	Dept. of Street Cleaning				
					Sec'y to Pres.	Dept. of Taxes and Assessments				
					Sec'y to Comm'r	Tenement House Dept.				
					Sec'y to 1st Deputy Comm'r	Tenement House Dept.				
					Sec'y to Supt., The Bronx	Tenement House Dept.				
					Asst. Sec'y Confidential Sec'y to each Comm'r	Bd. of Water Supply				
					Private Sec'y to Chief Engineer	Bd. of Water Supply				
					Sec'y to Comm'r	Dept. of Water Supply, Gas and Electricity				
				Sec'y to Deputy Comm'r, Manhattan	Dept. of Water Supply, Gas and Electricity					
				Sec'y to Deputy Comm'r, Brooklyn	Dept. of Water Supply, Gas and Electricity					

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Private Secretary— Cont'd					Sec'y to Supt., Bur. of Bldgs. in each Boro.	Office of the Boro. Pres.				
					Asst. Sec'y	College of the City of N. Y.				
					Sec'y to Pres.	College of the City of N. Y.				
					Sec'y to Chairman	Court House Bd.				
					Sec'y to Presiding Justice, Children's Court	Court of Special Sessions				
Purchasing Agent	1	Purchasing Agent and Purchasing Agent and Assistant Supervisor (City Record)	\$2100-3960	\$2100 2280 2460 2700 2940 3180 3420 3660 3960	Supervisor of City Record Supt. of School Supplies	Bd. of City Record Dept. of Education	Purchasing Agent Deputy Supervisor of the City Record Deputy Supt. of School Supplies			
	2	Chief Purchasing Agent and Supervisor (City Record)	4500-5220	4500 4800 5220						
		Chief Purchasing Agent and Superintendent of School Supplies (Department of Education)	6000-7200	6000 6600 7200						

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit	Title
Purchasing Agent—Cont'd		Director of Central Purchase	\$6000 up (No recommendation above \$7200)	\$6000 6600 7200							
Stenographer	1	Junior Stenographer Junior Stenotypist	Men: 780-900 Women: 720-900	780 840 900 720 780 840 900	Steno. to Bd. Steno. to Pres. Steno. to Supt., Manhattan Confidential Steno. Confidential Steno. and Typewriter Operator	Bd. of Assessors Office of Boro. Pres. in each Boro. Bur. of Buildings Dept. of Public Charities City Court	Stenographer and Typewriter Court Stenographer Stenotypist				
	2	Stenographer Stenotypist	960-1200	960 1020 1080 1140 1200	Steno. to Bd. Steno. to Comm'r's Steno. to Comp- troller Confidential Steno. Steno. to Pres.	Court House Bd. Bd. of Elections Dept. of Finance Fire Dept. Dept. of Health Hunter College Law Dept.					
	3	Senior Stenographer Senior Stenotypist	1320-1680	1320 1440 1560 1680	Steno. to Faculty Steno. to Corpora- tion Counsel Steno.-Typewriter to Dep. Comm'r's	Dept. of Licenses					

CLERICAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Stenographer— Cont'd		Senior Stenographer— Senior Stenotypist supervising stenographic bureau or doing important reporting work	\$1320-1980	\$1320 1440 1560 1680 1800 1980	Executive Steno. Confidential Steno. Steno. to Comm'r for Manhattan and Richmond Steno. to Comm'r, Brooklyn	Mayor's Office Mayor's Office Dept. of Parks Dept. of Parks				
	4	Court Stenographer	2100-2940	2100 2280 2460 2700 2940	Steno. to Comm'r, Queens Steno. Office of Pres. of Bd. of Aldermen Steno. to Comm'r Police Dept. Steno. to each Dep. Comm'r Steno. to Comm'r of Public Works, Manhattan Confidential Steno. Steno. to Comm'r Steno. to Comm'r Bur. of Public Works	Dept. of Parks Office of Pres. of Bd. of Aldermen Police Dept. Police Dept. Bur. of Public Works				
					Steno. to Comm'r Confidential Steno. Steno. to 2nd Dep. Comm'r Steno. to Comm'r Steno. to Dep. Comm'r, Brook- lyn	Dept. of Taxes and Assessments Tenement House Dept. Tenement House Dept. of Water Supply, Gas and Electricity Dept. of Water Supply, Gas and Electricity				

DIGEST OF SPECIFICATIONS—Continued

CLERICAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR	
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit
Telephone Operator	1	Telephone Operator	Men: \$660-1020 Women: 600-1020	\$660			Telephone Switchboard Operator	Telephone Operator (Institutional Service)	\$600	Dept. of Pub. Charities	
				720							
				780							
				840							
				900							
				960							
				1020							
				600							
				660							
				720							
				780							
				840							
				900							
				960							
				1020							
Typist	1	Junior Typist	Men: 660-780 Women: 600-780	660			Typewriting Copyist Book Typewriter Typewriter Accountant				
				720							
				780							
				600							
				660							
				720							
				780							

DIGEST OF SPECIFICATIONS—Continued
CLERICAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Typist—Cont'd	2	Typist	\$840-1020	\$840						
				900						
				960						
				1020						
	3	Senior Typist Senior Typist (Com- puting)	1140-1380	1140						
				1260						
				1380						
Miscellaneous Clerk	4	Editor (City Record)	2100-2940	2100						
				2280						
				2460						
				2700						
				2940						

DIGEST OF SPECIFICATIONS—Continued

INSPECTIONAL SERVICE

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Inspector of Buildings	1	Building Inspector Building Inspector (Iron and Steel)	\$1140-1500 (on construction work)	1140	Chief Inspector in Manhattan	Bur. of Buildings	<i>Buildings or Building Conditions:</i>			
				1200	Chief Inspector in Brooklyn	Bur. of Buildings	Inspector of—Boiler and Pipe Covering			
				1260	Chief Inspector in The Bronx, Richmond and Queens	Bur. of Buildings	Carpentry and Masonry			
				1320	Chief, Bur. of Fire Prevention	Fire Dept.	Elevators			
				1380	Deputy Chief	Bur. of Fire Prevention, Fire Dept.	Heating and Ventilation			
				1440	Chief Inspector	Bur. of Fire Prevention, Fire Dept.	Iron and Steel Construction			
				1500			Masonry Construction			
							Painting			
							Plastering			
							Plumbing			
			1260			Tenements				
			1320			*Lay Sanitary Inspector				
			1380			General Inspector				
						Supervising Inspector of Tenements				
						*Supervising Lay Sanitary Inspector				
						Chief Inspector				

* See also Health Inspector Group.

DIGEST OF SPECIFICATIONS—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes							
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor	
					Title	Department or Other Unit		Title	Rate Not to Exceed		Department or Other Unit
Inspector of Buildings— Cont'd	2	Senior Building Inspector Senior Building Inspector (Iron and Steel)	\$1620-2100	\$1620			Chief Examiner, Bur. of Fire Prev. Examiner, Bur. of Fire Prev.				
				1740							
				1920							
				2100							
			Senior Building Inspector (Tenements) Senior Building Inspector (Elevators) Senior Building Inspector (Fire Prevention) Senior Building Inspector (Plumbing)	1500-1920	1500 1620 1740 1920						
	3	Assistant Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn) Chief Building Inspector (Bureau of Buildings, The Bronx, Queens or Richmond) Chief Building Inspector (Tenements)	2280-2940	2280			Inspector of Fire Prevention Supervisory Inspector of Fire Prevention				
				2460							
				2700							
				2940							

DIGEST OF SPECIFICATIONS—Continued

INSPECTIONAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Inspector of Buildings— Cont'd		Chief Building Inspector (Fire Prevention)	\$2400-3360	\$2400 2640 2880 3120 3360						
	4	Chief Building Inspector (Bureau of Buildings, Manhattan or Brooklyn) Director (Bureau of Buildings, The Bronx, Queens or Richmond) Assistant Director (Bureau of Fire Prevention)	3180-4260 3600-4200	3180 3420 3660 3960 4260 3600 3900 4200						
	5	Director (Bureau of Buildings, Manhattan or Brooklyn)	4560-6120	4560 4860 5280 5700 6120						
		Director (Bureau of Fire Prevention)	4560-5280	4560 4860 5280						

DIGEST OF SPECIFICATIONS—Continued

INSPECTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Inspector of Electricity and Lighting—Cont'd		Inspector of Lighting	\$1020-1200	\$1020 1080 1140 1200			Inspector of Fire Alarm Boxes			
	2	Senior Inspector of Electricity	1620-1920	1620 1740 1920						
		Senior Inspector of Lighting	1320-1560	1320 1440 1560						
	3	Chief Inspector of Electricity	2100-2940	2100 2280 2460 2700 2940						
Health Inspector	1	Health Inspector Health Inspector (Food) Health Inspector (Sanitation) Health Inspector (Milk) Health Inspector (Drugs)	1140-1380	1140 1200 1260 1320 1380			*Lay Sanitary Inspector—Buildings or Building Conditions *Supervising Lay Sanitary Inspector—Buildings or Building Conditions			

* See also Inspector of Buildings Group.

DIGEST OF SPECIFICATIONS—Continued

INSPECTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	
Health Inspector—Cont'd	2	Senior Health Inspector	\$1500-1920	\$1500			Inspector of Foods			
		1620								
		1740								
		1920								
	3	Chief Health Inspector	2100-2700	2100						
		2280								
		2460								
		2700								
	4	Assistant Health Director (Bureau of Sanitary Inspection)	2940-3420	2940						
		3180								
		3420								
	5	Health Director (Bureau of Sanitary Inspection)	5100-5940	5100						
		5520								
		5940								

DIGEST OF SPECIFICATIONS—Continued
INSPECTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Inspector of Licenses	1	Inspector of Licenses Inspector of Licensed Vehicles	\$1140-1380	\$1140 1200 1260 1320 1380			Inspector of Licenses Inspector of Taxicabs Deputy Chief Inspector of Licenses Supervising Inspector of Licenses			
	2	Senior Inspector of Licenses	1500-1920	1500 1620 1740 1920						
	3	Chief Inspector of Licenses	2100-2700	2100 2280 2460 2700						
Inspector of Meters	1	Inspector of Meters	1020-1200	1020 1080 1140 1200			Inspector of Meters and Water Consumption			
	2	Senior Inspector of Meters	1320-1560	1320 1440 1560						
	3	Chief Inspector of Meters	1680-2340	1680 1800 1980 2160 2340						

DIGEST OF STANDARD SPECIFICATIONS			CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES							
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Department or Other Unit
Inspector of Public Works	1	Inspector of Public Works	\$1140-1500 (on construction work)	\$1140 1200 1260 1320 1380 1440 1500	Supt. of Public Works—Bur. of Public Works in each Boro. except Manhattan		Inspector on Aqueduct			
		Inspector of Public Works (Highways)			Inspector of—Cement Tests					
		Inspector of Public Works (Sewers)	Per Diem: \$4.50		Complaints Construction					
		Inspector of Public Works (Water Mains)			and Repairs Dam Construction					
		Inspector of Public Works (Dredging)	Per Month: \$100		Dock and Pier Construction					
					Dredging					
					Hydrants, Stop-Cocks and Shop Work					
Senior Inspector of Public Works	2	Senior Inspector of Public Works	1140-1380 (On routine or patrol work)	1140 1200 1260 1320 1380			Incumbrances Iron and Steel Construction Masonry Construction			
		Senior Inspector of Public Works (Highways)			Pipe Laying Pipes and Castings					
		Senior Inspector of Public Works (Sewers)			Regulating Grading and Paving					
		Senior Inspector of Public Works (Water Mains)			Sewer Connections					

DIGEST OF SPECIFICATIONS—Continued

INSPECTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Inspector of Public Works—Cont'd	3	Senior Inspector of Public Works (Shop and Foundry)	\$2100-3180	\$2100 2280 2460 2700 2940 3180			Inspector of— Sewer Con- struction Street Openings Taps and Con- nections Supervisor of Complaints Chief Inspector— Public Works General Inspec- tor—Public Works Superintendent— Public Works Assistant Super- intendent Inspector—Bd. of Water Supply			
		Superintendent of Public Works Superintendent of Public Works (Asphalt Plant)								
Inspector of Repairs and Supplies	1	Inspector of Repairs Inspector of Supplies Inspector of Supplies (Egg Candler)	1140-1380	1140 1200 1260 1320 1380	*Examining Inspector	Finance Dept.				

* See also Accountant Group and Claim Investigator Group.

INSPECTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Inspector of Repairs and Supplies— Cont'd	2	Senior Inspector of Repairs	\$1500-1920	\$1500			Inspector of Fuel			
	Senior Inspector of Supplies	1620								
	Senior Inspector of Repairs and Supplies	1740								
		1920								
3	Chief Inspector of Repairs	2100-3660	2100			Inspector of Repairs and Supplies				
	Chief Inspector of Supplies		2280							
	Chief Inspector of Repairs and Supplies		2460							
			2700							
			2940							
		3180			Inspector of Bookbinding					
			3420			Supt. of Repairs and Supplies				
			3660							
Inspector of Weights and Measures	1	Inspector of Weights and Measures	1140-1380	1140	Chief of the Bur. of Weights and Measures Confidential Inspector of Weights and Measures	Mayor's Office Mayor's Office	Scaler of Weights and Measures Inspector of Weights and Measures Supervising Inspector of Weights and Measures			
			1200							
			1260							
			1320							
2	Senior Inspector of Weights and Measures	1500-1920	1380	1500						
			1620							
			1740							
			1920							

DIGEST OF SPECIFICATIONS—Continued
INSPECTIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Inspector of Weights and Measures—Cont'd		Senior Inspector of Weights and Measures (Mechanical)	\$1800-2340	\$1800 1980 2160 2340						
Miscellaneous Inspector	1	Inspector of Boilers	1140-1380	1140 1200 1260 1320 1380			Inspector of Boilers—Public Works Inspector of Boilers—Police Dept. Watershed Inspector			
		Watershed Inspector	900-1020	900 960 1020						

DIGEST OF SPECIFICATIONS—Continued

CUSTODIAL SERVICE

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Animal Keeper	1	Animal Keeper Aquarium Attendant	\$900-1080	\$900 960 1020 1080						
	2	Head Animal Keeper Head Aquarium At- tendant	1140-1380	1140 1200 1260 1320 1380			Keeper of Menag- erie Director of Menagerie			
	3	Menagerie Superintendent Aquarist	1800-2580	1800 1980 2160 2340 2580						
Bridgetender	1	Bridgetender	816-960 Per Diem: \$2.60	816 852 888 924 960			Bridge Keeper Bridge Tender			
	2	Head Bridgetender	1020-1200	1020 1080 1140 1200						

DIGEST OF SPECIFICATIONS—Continued

CUSTODIAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Caretaker	1	Caretaker Morgue Keeper Assistant Custodian	Men: \$780-960 Per Diem: 2.50 Women: 660-840 Per Diem: 2.20	\$780 816 852 888 924 960 660 696 732 768 804 840 1020 1080 1140 1200 1320 1440 1560 1200 1320 1440 1560 1680 1800	Supt. of Buildings	Bur. of Buildings in each Boro.	Asst. Curator	Attendant	Dept. of Public Charities	
					Asst. Supt. of Buildings	Bur. of Buildings in each Boro.	Custodian	Morgue Keeper	Sea View Hospital	
					Supt. of Public Buildings and Offices	Bur. of Public Works in each Boro.	Janitor, Steam Heating*	Caretaker	Manhattan	
							Janitor (except neer)	Caretaker	Truant School Brooklyn	
							Attendant for permanent service	Caretaker	Truant School Brooklyn	
2		Head Caretaker Head Morgue Keeper Custodian	1020-1200				Attendant for temporary or seasonal service			N. Y. Parental School
							Keeper of Morgue			
3		Janitor	1320-1560				Asst. Supervisor of Janitors			
							Supervisor of Janitors			
		Supervisor of Care-takers	1200-1800				Supt. of Baths and Comfort Stations			

* See also Engineman Group.

** With maintenance.

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DIGEST OF SPECIFICATIONS—Continued

CUSTODIAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Dockmaster	1	Dockmaster	\$1800-2160	\$1800 1980 2160			Dockmaster Asst. Supt. of Docks Supt. of Docks			
	2	Chief Dockmaster	2700-3420	2700 2940 3180 3420						
Elevator Operator	1	Elevator Operator	780-960	780 816 852 888 924 960			Elevator Despatcher			Elevatorman-- Elevatorman-- Hospitals
	2	Elevator Starter	1020-1080	1020 1080						
	3	Elevator Despatcher	1140-1200	1140 1200						
Storekeeper	1	Stores Foreman	900-1200	900 960 1020 1080 1140 1200			Storekeeper	Storekeeper	\$780*	Otisville Sana- torium

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

CUSTODIAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Storekeeper— Cont'd	2	Storekeeper	\$1320-1800	\$1320 1440 1560 1680 1800						Title
	3	Senior Storekeeper	1980-2580	1980 2160 2340 2580						
	4	Director of Stores**								
Watchman	1	Watchman	720-840	720 744 768 792 816 840			Watchman	Watchman Watchman Gateman	\$600 600 500 ^{III}	Dept. of Public Charities Bellevue & Allied Hospitals Bellevue & Allied Hospitals
	1	Ticket Chopper	744-864	744 768 792 816 840 864			Ticket Chopper Guard	Monitor	5.00 per diem	Municipal Civil Service Commission

** See specifications for Storekeeper Group

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued **CUSTODIAL SERVICE—Continued**

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Miscellaneous Custodian—Cont'd	2	Guard	\$900-1200	\$900 960 1020 1080 1140 1200						
		Monitor	Per Diem: 4.00							

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit
Artisan	1	Hospital Artisan Prison Artisan	\$480-600 without maintenance	\$480				Hospital Helper (Mechanic)	\$720*	Dept. of Public Charities
				504				Hospital Helper (Mechanic)	720*	Bellevue & Allied Hospitals
				528				Laboratory Mechanician	480	College of the City of N. Y.
				552				Sen. Hospital Artisan	780	Bellevue & Allied Hospitals
				576				Sen. Hospital Artisan	540*	Bellevue & Allied Hospitals
			240-360 with maintenance	240				Hospital Artisan	600	Dept. of Public Charities
				264				Hospital Artisan	360*	Dept. of Public Charities
				288				Sen. Hospital Artisan	780	Dept. of Public Charities
				312				Sen. Hospital Artisan	540*	Dept. of Public Charities
				336				Prison Artisan	600	Dept. of Correction
			Monthly compensation without maintenance	360				Prison Artisan	360*	Dept. of Correction
				40				Prison Artisan	720	Dept. of Correction
				42				Sen. Prison Artisan	540*	Dept. of Correction
				44				Sen. Prison Artisan	600	Dept. of Correction
				46				Prison Artisan	360*	Dept. of Correction
			Monthly compensation with maintenance	48				Prison Artisan	720	Dept. of Correction
				50				Prison Artisan	540*	Dept. of Correction
				20				Sen. Prison Artisan		
				22				Sen. Prison Artisan		
				24				Sen. Prison Artisan		
				26				Sen. Prison Artisan		
				28				Sen. Prison Artisan		
				30				Sen. Prison Artisan		

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Culinary Worker	1	Cook	Men: \$480-660 with maintenance	\$480				Cook	\$660*	Dept. of Public Charities
				510				Cook (Female)	720*	Dept. of Correction
				540				Cook (Male)	900*	Dept. of Correction
				570				Cook (Female)	720*	Bellevue & Allied Hospitals
				600				Cook (Male)	900*	Bellevue & Allied Hospitals
				630				Cook (Female)	720*	Manhattan
			Monthly compen- sation with maintenance	40.00				Cook (Female)	720*	Truant School
				42.50				Cook (Male)	900*	Manhattan
				45.00				Cook (Female)	720*	Truant School
				47.50				Cook (Male)	900*	Brooklyn
				50.00				Cook (Female)	720*	Truant School
				52.50				Cook (Male)	900*	Brooklyn
			Women: 360-540 with maintenance	55.00				Cook (Female)	720*	Truant School
				360				Cook (Male)	900*	N. Y. Parental School
				390				Cook (Female)	720*	N. Y. Parental School
				420				Cook (Male)	900*	Police Dept.
	450				Cook	600	Bd. of Inebriety			
	480				Cook Head	600*	Dept. of Public Charities			
	510				Cook	900*				
	540				Cook	900*				

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Culinary Worker— Cont'd		Butcher	Monthly compensation with maintenance \$30-45	\$30.00				Baker	\$720*	Dept. of Public Charities
				32.50				Butcher	840	Dept. of Public Charities
				35.00				Baker	960	Dept. of Public Charities
				37.50				Baker	1050*	Dept. of Correction
				40.00				Baker, Foreman	1050*	Dept. of Correction
				42.50				Butcher	600*	Dept. of Public Charities
				45.00				Butcher	840	Sea View Hospital
				660				Butcher	1050	Dept. of Correction
				690				Butcher	720	Hospitals for Contagious Diseases,
				720				Butcher	1050	Dept. of Health Bellevue & Allied Hospitals
				750						
				780						
				810						
				840						
		420-600 with maintenance	420							
			450							
			480							
			510							
		Monthly compensation without maintenance 55-70		540						
			570							
			600							
			55.00							
			57.50							
		60.00								
		62.50								
		65.00								
			67.50							
			70.00							

* With maintenance.

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DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Culinary Worker— Cont'd			Monthly compensation without maintenance \$105-115	\$105 110 115						
		Head Butcher	900-1140 without maintenance	900 930 960 990 1020 1050 1080 1110 1140						
			660-900 with maintenance	660 690 720 750 780 810 840 870 900						

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE			LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit	
Culinary Worker— Cont'd			Monthly compensation without maintenance \$75-95	\$75.00 77.50 80.00 82.50 85.00 87.50 90.00 92.50 95.00							
			Monthly compensation with maintenance 55-75	55.00 57.50 60.00 62.50 65.00 67.50 70.00 72.50 75.00							
	1	Junior Hospital Helper	120-150 with maintenance	120 150			Helper		\$600*	Otisville Sanatorium	
			Monthly compensation with maintenance 10-12.50	10.00 12.50			Helper		600* 2 per day*	Bd. of Inebriety	
							Helper		780*	Hospitals for Contagious Diseases, Dept. of Health	

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Helper—Cont'd	2	Hospital Helper A ** Prison Helper	Men: \$480-600 without maintenance 240-360 with main- tenance Monthly compensa- tion without main- tenance 40-50 Monthly compensa- tion with main- tenance 20-30	\$480	*			Hospital Helper	\$600	Dept. of Public Charities
				504			Hospital Helper	360*	Dept. of Public Charities	
				528			Sen. Hospital Helper	720	Dept. of Pub. Charities	
				552			Sen. Hospital Helper	480*	Dept. of Pub. Charities	
				576			Sen. Hospital Helper	720	Bellevue & Allied Hospitals	
				600			Hospital Helper	600*	Bellevue & Allied Hospitals	
				240			Hospital Helper	420*	Bellevue & Allied Hospitals	
				264			Prison Helper	600	Dept. of Correction	
				288			Prison Helper	480*	Dept. of Correction	
				312			Waiter	480*	Bellevue & Allied Hospitals	
				336			Waitress	480*	Bellevue & Allied Hospitals	
				360			Waitress	480*	Brooklyn Training Sch.	
				40			Waitress	480*	N. Y. Parental School	
				42			Domestic	960*	Otisville Sanatorium	
				44						
				46						

** See specifications for Helper Group.

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor Title
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Helper—Cont'd		Hospital Helper B** Prison Helper	Women: \$480-552 without maintenance 240-312 with maintenance Monthly compensation without maintenance 40-46 Monthly compensation with maintenance 20-26	\$480 504 528 552 240 264 288 312 40 42 44 46 20 22 24 26				Domestic Domestic	\$300* 960*	Bd. of Inebriety Hospitals for Contagious Diseases, Dept. of Health
								Cleaner	480*	Brooklyn Training School
								Cleaner	480	Dept. of Correction
								Cleaner	720*	Man. Truant School
								Cleaner	480*	Brooklyn Truant Sch.
								Telephone Switchboard Operator	240*	Otisville Sanatorium
								Minor employees of whatever designation	150*	Bellevue & Allied Hospitals
								Minor employees of whatever designation	150*	Dept. of Public Charities
								Dairyman	900	Otisville Sanatorium

** See specifications for Helper Group.

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES							
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR		
					Title	Department or Other Unit		Title	Rate Not to Exceed			
Helper—Cont'd		Hospital Helper C**	Women: \$456-528 without maintenance	\$456 480 504 528					Sen. Prison Helper	\$720	Dept. of Correction	
									Sen. Prison Helper	540*	Dept. of Correction	
									Counterman	720*	Dept. of Pub. Charities	
									Barber	480*	Bellevue & Allied Hospitals	
									Seamstress	720	Bellevue & Allied Hospitals	
									Seamstress	720*	Brooklyn Truant School	

** See specifications for Helper Group.

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Helper—Cont'd	3	Senior Hospital Helper Senior Prison Helper	Men: \$630-720 without maintenance 390-480 with maintenance Monthly compensation without maintenance 52.50-60 Monthly compensation with maintenance 32.50-40 Women: 582-672 without maintenance	\$630						
				660						
				690						
				720						
				390						
				420						
				450						
				480						
				52.50						
				55.00						
				57.50						
				60.00						
				32.50						
				35.00						
				37.50						
				40.00						

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	
Helper—Cont'd.			\$342-432 with maintenance	\$342 372 402 432						
			Monthly compensation without maintenance	48.50 51.00 53.50 56.00						
			48.50-56							
			Monthly compensation with maintenance	28.50 31.00 33.50 36.00						
			28.50-36							
			180 with maintenance	180						
	1	Pupil Hospital Attendant	600-780 without maintenance	600 630 660 690 720 750 780			Orderly Nurse's Assistant Prison Orderly	Medical Bath Attendant Hospital Attendant Orderly Orderly Orderly	\$480* 480* 480* 480* 840*	Bellevue & Allied Hospitals Bellevue & Allied Hospitals Dept. of Correction Bellevue & Allied Hospitals Hospitals for Contagious Diseases,
	2	Hospital Attendant A†								

† See specifications for Hospital Attendant and Orderly Group.

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Hospital Attendant and Orderly— Cont'd			\$360-540 with maintenance	\$360 390 420 450 480 510 540				Orderly Attendant	\$600* 600*	Dept. of Health Otisville Sanatorium Bd. of Inebriety
			Monthly compensation without maintenance 50-65	50.00 52.50 55.00 57.50 60.00 62.50 65.00						
			Monthly compensation with maintenance 30-45	30.00 32.50 35.00 37.50 40.00 42.50 45.00						
		Hospital Attendant B†	720-900 without maintenance	720 750 780 810 840 870 900						

† See specifications for Hospital Attendant and Orderly Group.

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Hospital Attendant and Orderly— Cont'd			\$480-660 with maintenance	\$480 510 540 570 600 630 660						
			Monthly compensation without maintenance 60-75	60.00 62.50 65.00 67.50 70.00 72.50 76.00						
			Monthly compensation with maintenance 40-55	40.00 42.50 45.00 47.50 50.00 52.50 55.00						
		Hospital Attendant C†	540-720 without maintenance	540 570 600 630 660 690 720						

† See specifications for Hospital Attendant and Orderly Group.

DIGEST OF STANDARD SPECIFICATIONS

Group

**Hospital
Attendant and
Orderly—
Cont'd**

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Hospital Attendant and Orderly— Cont'd			\$300-420 with maintenance	\$300 330 360 390 420						
			Monthly compensation without maintenance 45-55	45.00 47.50 50.00 52.50 55.00						
			Monthly compensation with maintenance 25-35	25.00 27.50 30.00 32.50 35.00						
Institutional Clerk	1	Assistant Institutional Clerk	540-720 without maintenance	540 570 600 630 660 690 720			Hospital Clerk	Hospital Clerk, with a knowledge of Italian — Tuberculosis Clinic Hospital Clerk	\$600* 600*	Hospitals for Contagious Diseases, Dept. of Health Otisville Sanatorium

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE			LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit	
Institutional Clerk— Cont'd			\$300-480 with main-tenance	\$300 330 360 390 420 450 480				Jun. Institu-tional Clerk	\$480	Dept. of Public Charities	
							Jun. Institu-tional Clerk	480*	Dept. of Public Charities		
							Hospital Clerk	480	Dept. of Public Charities		
							Hospital Clerk	480*	Dept. of Public Charities		
							Hospital Clerk	480	Bellevue & Al- lied Hospitals		
							Hospital Clerk	480*	Bellevue & Al- lied Hospitals		
							Hospital Clerk	480	Hospitals for Contagious Diseases,		
							Hospital Clerk	480*	Dept. of Health Hospitals for Contagious Diseases,		
							Hospital Clerk	480*	Dept. of Health Hospitals for Contagious Diseases,		
Institutional Supervisor	1	Matron Overseer	600-780† with main-tenance	600 660 720 780			Matron Overseer Steward Deputy Superin- tendent	Steward Housekeeper	360 900*	Police Dept. Dept. of Public Charities	
							Housekeeper, Training School	Housekeeper, Training School	900*	Bellevue & Al- lied Hospitals	

† Additional compensation of \$60 may be paid to Matrons and Head Matrons acting also as working Dietitians.

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Institutional Supervisor— Cont'd			Monthly compensation with maintenance \$50-65	\$50 55 60 65			Superintendent Supt. of Municipal Sanatorium, Otisville, N. Y. **	Matron	\$780*	Bellevue & Allied Hospitals
	2	Head Matron Head Overseer Assistant Steward	840-1020† with main-tenance	840 900 960 1020						
	3	Deputy Lay Superintendent	1080-1800 with main-tenance	1080 1200 1320 1440 1560 1680 1800						
		Steward	1080-1560 with main-tenance	1080 1200 1320 1440 1560						
	4	Lay Superintendent	2100-2940 with main-tenance	2100 2280 2460 2700 2940						

† Additional compensation of \$60 may be paid to Matrons and Head Matrons acting also as working Dietitians. ** See also Physician Group. * With maintenance.

DIGEST OF SPECIFICATIONS—Continued

INSTITUTIONAL SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor	
					Title	Department or Other Unit		Title	Rate Not to Exceed		
Institutional Supervisor—Cont'd		Departmental Steward	\$1680-2820† with or without maintenance	\$1680							
				1800							
				1980							
				2160							
				2340							
				2580							
				2820							
Laundryman	1	Head Laundryman	840-1320 without maintenance	840			Supt. of Laundries	Laundress	\$480*	Dept. of Correction	
				900				Laundress	480*	Bellevue & Allied Hospitals	
				960					900*	Bellevue & Allied Hospitals	
				1020				Laundryman	480*	Brooklyn Truant School	
				1080					900*	Brooklyn Truant School	
				1140				Laundress	480*	N. Y. Parental School	
				1200					900*	N. Y. Parental School	
				1260				Laundryman	900*	N. Y. Parental School	
				1320				Laundress	600*	Dept. of Public Charities	

† In the case of Departmental Stewards receiving maintenance, salary rate shall not exceed \$1,800. * With maintenance.

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	Title
Prison Keeper	1	Prison Keeper	\$900-1260	\$900						
				960						
				1020						
				1080						
				1140						
				720-960	1200					
					1260					
					720					
					780					
					840					
2	Head Prison Keeper	1380-1740	900							
			960							
			1380							
			1500							
			1620							
3	Deputy Warden Superintendent of Women Prisoners	1080-1440	1740							
			1080							
			1200							
			1320							
			1440							
			1920-2280	1920						
				2100						
				2280						

DIGEST OF SPECIFICATIONS—Continued **INSTITUTIONAL SERVICE—Continued**

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES												
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE			LABOR						
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit							
Prison Keeper— Cont'd	4	Warden Superintendent of Re- formatory	\$2520-3480	\$2520													
				2760													
				3000													
				3240													
				3480													
Miscellaneous Institutional Worker	1	Coffee Roaster	900-1080	900													
				960													
				1020													
				1080													
				720								Farmer	Supt. of Render- ing Plant Bandmaster	\$300	Dept. of Public Charities		
				780													
				840													
				900													
				720-900 with main- tenance								Farmer and Caretaker	Farmer	720*	Dept. of Public Charities		
				840													
				900													
				840-960 with main- tenance												Fire Officer	Tailor
				900													
				960													
				480-780 with main- tenance								Tailor	Cutter	720*	Dept. of Correction		
				600													
				660													
				720													
				780													
				720													
				780													
				840													
900																	
960																	
1020																	
\$1020																	

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

STREET CLEANING SERVICE

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Recruit	1	Recruit (Dept. of Street Cleaning)		\$2.00 per diem						Title
Street Cleaner	1	Sweeper (Dept. of Street Cleaning)	\$720-840†	720						Sweeper, Dept. of St. Cl. Sweeper, Bur. of St. Cl., Richmond and Queens
		Sweeper (Bur. of Street Cleaning, Queens)		744						
		Sweeper (Bur. of Street Cleaning, Richmond)		768						
		Extra Sweeper	1-313 per diem of min. annual rate for Sweeper	792						
				816						
	2	Assistant Section Foreman (Dept. of Street Cleaning)	936-1032	936 984 1032			Asst. Foreman, 2nd Grade Section Foreman			
		Assistant Section Foreman (Bur. of Street Cleaning, Queens)	888-984	888 936 984						
	3	Section Foreman (Dept. of Street Cleaning)	1140-1380	1140 1200 1260 1320 1380						

† Additional compensation of 15c. per diem may be paid to Sweepers employed on flushing work.

DIGEST OF SPECIFICATIONS—Continued

STREET CLEANING SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Street Cleaner— Cont'd.		Section Foreman (Bur. of Street Cleaning, Queens)	\$1080-1320	\$1080						
		Section Foreman (Bur. of Street Cleaning, Richmond)		1140 1200 1260 1320						
Refuse Collector	1	Driver (Dept. of Street Cleaning)	768-888	768						Driver, Dept. of St. Cl. Driver, Bur. of St. Cl., Richmond and Queens
		Driver (Bur. of Street Cleaning, Queens)		816 840 864 888			Asst. Stable Foreman Stable Foreman			
		Hostler (Dept. of Street Cleaning)	744-864	744						
		Hostler (Bur. of Street Cleaning, Queens)		768 792 816 840 864						
		Hostler (Bur. of Street Cleaning, Richmond)								
		Stableman (Dept. of Street Cleaning)	720-840	720						
		Stableman (Bur. of Street Cleaning, Queens)		744 768 792 816 840						
		Stableman (Bur. of Street Cleaning, Richmond)								

DIGEST OF SPECIFICATIONS—Continued **STREET CLEANING SERVICE—Continued**

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Refuse Collector— Cont'd		Extra Driver Extra Hostler Extra Stableman	1-313 per diem of min. annual rate prescribed for the position in question							
	2	Assistant Stable Foreman (Dept. of Street Cleaning)	\$936-1032	\$936 984 1032						
	3	Stable Foreman (Dept. of Street Cleaning) Stable Foreman (Bur. of Street Cleaning, Richmond)	1080-1320	1080 1140 1200 1260 1320						
Motor Refuse Collector	1	Loader (Dept. of Street Cleaning) Extra Loader	816-888* 1-313 per diem of min. annual rate for Loader	816 840 864 888						

* Additional compensation of \$24 may be paid to Loader who is leader of gang.

DIGEST OF SPECIFICATIONS—Continued

STREET CLEANING SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Motor Refuse Collector—Cont'd	2	Recruit Motor Driver (Dept. of Street Cleaning)	Rate paid in position from which employe is assigned							
		Motor Driver (Dept. of Street Cleaning)	\$888-960	\$888 924 960						
		Motor Driver (Bur. of Street Cleaning, Richmond)	852-924	852 888 924						
		Extra Motor Driver	1-313 per diem of min. annual rate for Motor Driver							
Refuse Disposer	1	Boardman (Dept. of Street Cleaning)	720-840	720 744 768			Asst. Dump Inspector Dump Inspector			Dump Boardman, Dept. of St. Cl.
		Boardman (Bur. of Street Cleaning, Queens) Extra Boardman	1-313 per diem of min. annual rate for Boardman	792 816 840				Dump Boardman, Bur. of St. Cl., Richmond and Queens Scowman, Dept. of St. Cl.		

DIGEST OF SPECIFICATIONS—Continued

STREET CLEANING SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title ₃	Rate Not to Exceed	
Refuse Disposer —Cont'd	2	Assistant Dump Foreman (Dept. of Street Cleaning)	\$936-1032	\$936 984 1032						Department or Other Unit
		Assistant Dump Foreman (Bur. of Street Cleaning, Queens)	888-984	888 936 984						
		Dump Foreman (Dept. of Street Cleaning)	1140-1380	1140 1200 1260 1320 1380						
Supervisor	3	Dump Foreman (Bur. of Street Cleaning, Queens)	1080-1320	1080 1140 1200 1260 1320						
		Recorder of Snow Removal (Dept. of Street Cleaning)	Rate paid in position from which employe is assigned		Supt. of Street Cleaning	Bur. of Public Wks., Queens & Richmond	Asst. Supt. of Final Disposition District Superintendent			
		Assistant District Superintendent (Dept. of Street Cleaning)	1500-1740	1500 1620 1740			Asst. Superintendent			

DIGEST OF SPECIFICATIONS—Continued

STREET CLEANING SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Supervisor-- Cont'd	5	District Superintendent (Bur. of Street Cleaning, Queens)	\$1620-1920	\$1620 1740 1920						
		District Superintendent (Dept. of Street Cleaning)	1920-2460*	1920 2100 2280 2460						
		Assistant Superintendent of Final Disposition (Dept. of Street Cleaning)								
		Assistant Superintendent of Snow Removal (Dept. of Street Cleaning)								
		Assistant Superintendent (Bur. of Street Cleaning, Richmond)								
	6	Assistant General Superintendent (Dept. of Street Cleaning)	2700-2940	2700 2940						
		Borough Superintendent (Dept. of Street Cleaning, Brooklyn)	2940-3180	2940 3180						

* An additional compensation of \$240 shall be paid to the District Superintendent who is assigned as Borough Superintendent of The Bronx, and to the District Superintendent who is assigned as Superintendent of Inspection and Instruction.

DIGEST OF SPECIFICATIONS—Continued **STREET CLEANING SERVICE—Continued**

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	
Supervisor— Cont'd		Superintendent of Final Disposition (Dept. of Street Cleaning)	\$2940-3180	\$2940 3180						
		Superintendent (Bur. of Street Cleaning, Queens)								
	7	General Superintendent (Dept. of Street Cleaning)	3180-3660	3180 3420 3660						

SKILLED TRADES SERVICE

DIGEST OF STANDARD SPECIFICATIONS

CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO
 CIVIL SERVICE CLASSES

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS										CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES				
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays		Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons		Rates Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Non-Competitive		Competitive	Labor	
			Rates	Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Exclusive of Sundays, Holidays & Saturday Afternoons				Title	Rate Not to Exceed			Department or Other Unit
Builder— Cont'd		Rammersman	\$1080-1200	\$1080 1140 1200	\$960-1080	\$960 1020 1080	\$4.00							
		Stone-mason	1260-1380	1260 1320 1380	1140-1260	1140 1200 1260	4.80							
Diver	1	Assistant Diver					3.50				Diver	\$10 per diem 3.50 per diem	Dept. of Docks & Ferries	
	2	Diver					1.25 hourly	\$1620-1920	\$1620 1740 1920		Diver's Tender		Dept. of Docks & Ferries	
	3	Chief Diver												
Electrical Worker	1	Lineman Asst. Electrician						960-1140	960 1020 1080 1140		Cable Tester Electrician		Batteryman, Fire Dept. Batteryman's Asst., Fire Dept. Lineman Wireman Cable Splicer, Fire Dept.	
	2	Electrician	1260-1380*	1260 1320 1380	1140-1260*	1140 1200 1260	4.80							

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS										CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES			
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Competitive	Non-Competitive		Labor
											Title	Rate Not to Exceed	
Electrical Worker—Cont'd		Cable Splicer	\$1260-1440	\$1260 1320 1380 1440	\$1140-1320	\$1140 1200 1260 1320							
	3	Foreman Lineman						\$1200-1320	\$1200 1320				
		Foreman Electrician						1500-1620	1500 1620				
		Foreman Cable Splicer						1560-1680	1560 1680				
Engineman	1	Fireman	828-900	828 852 876 900			\$3.00			Asphalt Steam Roller Eng'r Dynamo Eng'r Janitor Eng'r Pile Driving Engineer Stationary Engineer Stationary Eng'r, Electric Pumping Stations Supervisory Engineer	Fireman Stationary Engineer	Otisville Sanatorium Otisville Sanatorium	Licensed Fireman Oiler Automobile Engineman with a knowledge of hoisting apparatus for sewage disposal work Craneman (Electric) Fireman, Hospitals
	2	Engineman	1200-1320	1200 1260 1320			3.00 4.50						

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

Digest of Standard Specifications										Corresponding Present Titles Arranged According to Civil Service Classes				
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Competitive	Non-Competitive			Labor
								Title	Title		Rate Not to Exceed	Department or Other Unit	Title	
Engineman— Cont'd		Engineman (Steam Roller)	\$1320-1440	\$1320 1380 1440			\$5.00			Janitor, Steam Heating*				Title
	3	Engineman (Pile Driver) Supervising Engineman						In charge of large plants or institutions not covering shift: \$1740-2100 without maintenance 1320-1560 with maintenance	\$1740 1920 2100 1320 1440 1560					

* See also Caretaker Group.

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

Digest of Standard Specifications										Corresponding Present Titles Arranged According to Civil Service Classes			
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Competitive	Non-Competitive		Labor
											Title	Rate Not to Exceed	
Engineerman— Cont'd								Covering one shift in smaller buildings and institutions: \$1620-1920 without maintenance	\$1620 1740 1920				
								1200-1440 with maintenance	1200 1320 1440				
								In charge of large pumping station or small group of pumping stations: 1620-2100 without maintenance	1620 1740 1920 2100				

SKILLED TRADES SERVICE—Continued

Digest of Standard Specifications										Corresponding Present Titles Arranged According to Civil Service Classes			
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Non-Competitive		Labor	
										Competitive	Rate Not to Exceed		Department or Other Unit
Engineman—Cont'd	4	Chief Engineman						\$2280-2460	\$2280 2460				
Fire Telegraph Dispatcher	1	Fire Telegraph Dispatcher						Manhattan, Brooklyn: 1200-1500 The Bronx, Queens, Richmond: 1200 1260 1320 1380 1440 1500	1200 1260 1320 1380 1440 1500				
	2	Senior Fire Telegraph Dispatcher						Manhattan, Brooklyn: 1620-1920 The Bronx, Queens, Richmond: 1560 1620 1680 1740 1920	1620 1740 1920				

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS										CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES				
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Non-Competitive			LABOR	
										Competitive	Title	Rate Not to Exceed		Department or Other Unit
Fire Telegraph Dispatcher—Cont'd	3	Chief Fire Telegraph Dispatcher						Manhattan, Brooklyn: \$2100-2280 The Bronx, Queens, Richmond: 1800-1980	\$2100-2280 1800-1980					
Leather Worker	1	Harnessmaker Shoemaker	\$1080-1200	\$1080 1140 1200	\$960-1080	\$960 1020 1080	\$4.00 3.50				Shoemaker	\$900	Dept. of Correction	Harnessmaker
Marine Engineman	1	Marine Stoker Marine Water Tender Marine Oilier	828-900	828 852 876 900			3.00 3.00			Marine Eng'r Chief Marine Engineer Supervising Marine Eng'r	Fireman Marine Eng'r Marine Engineer's Asst.	2.50 per diem 30 per wk. 2.35 per diem	Dept. of Street Cleaning Dept. of Street Cleaning Dept. of Street Cleaning	Marine Stoker Water Tender, Docks & Ferries

DIGEST OF SPECIFICATIONS—Continued **SKILLED TRADES SERVICE—Continued**

CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES									
DIGEST OF STANDARD SPECIFICATIONS					NON-COMPETITIVE				
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates
Marine Engineman— Cont'd	2	Marine Engineman						\$1080-1200	\$1080 1140 1200
	3	Chief Marine Engineman					\$4.50	1200-1380 (on vessels less than 100 gross tons) 1380-1680 (on vessels not less than 100 and not exceeding 1,000 gross tons) 1560-1800 (on vessels over 1,000 gross tons)	1200 1260 1320 1380 1380 1440 1500 1560 1620 1680 1560 1620 1680 1740 1800
					COMPETITIVE		NON-COMPETITIVE		
					Title		Title	Rate Not to Exceed	Department or Other Unit

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS										CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	COMPETITIVE		NON-COMPETITIVE			LABOR
										Title	Title	Rate Not to Exceed	Department or Other Unit	Title	
Marine Officer	1	Deckhand						\$720-840	\$720 744 768 792 816 840	Pilot Mate Quartermaster Captain Asst. Supt. of Ferries Supt. of Ferries	Deckhand Deckhand Master Mate	\$720† 2.00 per diem 3.33 per diem 2.50 per diem	Dept. of Public Charities Dept. of Street Cleaning Dept. of Street Cleaning Dept. of Street Cleaning	Deckhand Boatman, pitals Deckhand, pitals Hos	
	2	Mate					888-984	888 936 984							
		Mates acting as Quartermasters on passenger, steamboats or ferryboats of over 1,000 gross tons					936-1032	936 984 1032							
	3	Pilot					1260-1440	1260 1320 1380 1440							
	4	Fire Pilot					1500-1620	1500 1560 1620							

† With maintenance.

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS										CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES			
Group	Cr.	Title	Salary Range for Service Exclusive of Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Non-Competitive		LABOR	
										Title	Rate Not to Exceed		Department or Other Unit
Marine Officer —Cont'd		Master						\$1560-1800 (on vessels not less than 100 and not exceeding 1,000 gross tons)	\$1560 1620 1680 1740 1800				
	5	Assistant Marine Superintendent*						1680-1920 (on vessels over 1,000 gross tons)	1680 1740 1800 1860 1920				
	6	Marine Superintendent						3600-4500	3600 3900 4200 4500				

* See specifications for Marine Officer Group.

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS										CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES					
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays		Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons		Per Diem Rate 8 Hours	No Time Limit Specified	Rates	COMPETITIVE		NON-COMPETITIVE		LABOR	
			Rates	Rates	Rates	Rates				Title	Title	Rate Not to Exceed	Department or Other Unit		
Metal Worker	1	Bridge Mechanic and Riveter Housesmith	\$1380-1500	\$1380 1440 1500	\$1260-1380	\$1260 1320 1380	\$5.30				Blacksmith Tinsmith	\$780 900	Otisville Sana- torium Otisville Sana- torium	Coremaker Horseshoer (Fire- man) Horseshoer (Floorman) Housesmith Moulder, Fire Dept. Sheet Metal Worker Bridgeman, Docks and Ferries Clock Repairer Nickel Plater, Fire Dept. Blacksmith Boilermaker Brass Finisher, Fire Dept. Bridgeman and Riveter	
			1320-1440	1320 1380 1440	1200-1320	1200 1260 1320	5.00								
			1200-1320	1200 1260 1320	1080-1200	1080 1140 1200	4.50								
		Brass Finisher Moulder Nickel Plater	1080-1200	1080 1140 1200	960-1080	960 1020 1080	4.00								
			960-1080	960 1020 1080	840-960	840 900 960	3.50								
		Boilermaker	960-1080	960 1020 1080	840-960	840 900 960	3.50*								
							4.25†								

* In marine or stationary shops.

† Installing or repairing boilers in buildings.

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS										CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES				
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays and Holidays	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Competitive Title	Non-Competitive		Labor Title		
										Title	Rate Not to Exceed		Department or Other Unit	
Metal Worker— Cont'd	2	Foreman Blacksmith					\$1440-1560	\$1440 1560						
		Foreman Boiler-maker					1200-1320	1200 1320						
		Foreman Bridge Mechanic and Riveter					1680-1800	1680 1800						
Motor Driver	1	Motor Driver					1020-1320	1020 1080 1140 1200 1260 1320	Automobile Engineman	Ambulance Driver	\$960*	Dept. of Pub. Charities	Auto Truck Driver	
		Motor Ambulance Driver					1020-1320 with or without part maintenance	1020 1080 1140 1200 1260 1320		Auto Engine-man (Ambulance) Ambulance Driver Automobile Engineman (Ambulance)	1200* 900* 960*	Dept. of Pub. Charities Bellevue & Allied Hospitals Hospitals for Contagious Diseases, Dept. of Health		

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued

DIGEST OF STANDARD SPECIFICATIONS						CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES			
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	
Motor Driver— Cont'd							\$780-1080 with full maintenance	\$780 840 900 960 1020 1080	
		Motor Truck Driver					960-1200	960 1020 1080 1140 1200	
	2	Garage Supervisor					1440-1560	1440 1560	
	3	Assistant Superintendent of Garages					1680-2160	1680 1800 1980 2160	
	4	Superintendent of Garages					2700-3180	2700 2940 3180	

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

Digest of Standard Specifications										Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Competitive	Non-Competitive			Labor	
											Title	Rate Not to Exceed	Department or Other Unit		Title
Painter	1	Painter Varnisher	\$1080-1200	\$1080 1140 1200	\$960-1080	\$960 1020 1080	\$4. 00								Carriage Painter Bridge Painter Decorator Grainer House Painter Letterer Varnisher Striper
		Decorator Letterer Grainer Striper	1200-1320	1200 1260 1320	1080-1200	1080 1140 1200	4. 50								
		Foreman Painter						\$1320-1440	\$1320 1440						
Photographer	1	Photographer						1200-1620	1200 1260 1320 1380 1440 1500 1560 1620	Photographer					
Plumber and Steamfitter	1	Plumber Steamfitter Thermostat Repairer	1440-1560	1440 1500 1560	1320-1440	1320 1380 1440	5. 50				Plumber		\$1020	Otisville Sanatorium	Thermostat Repairer Steamfitter Plumber

DIGEST OF SPECIFICATIONS—Continued

SKILLED TRADES SERVICE—Continued

Digest of Standard Specifications										Corresponding Present Titles Arranged According to Civil Service Classes				
Group	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Non-Competitive			Labor	
										Competitive Title	Title	Rate Not to Exceed		Department or Other Unit
Printer	1	Press Feeder					\$3.00	\$828-900	\$828 852 876 900				Compositor Feeder Pressman	
		Pressman					4.50	1200-1320	1200 1260 1320					
		Compositor					4.25	1140-1260	1140 1200 1260					
Rockworker	1	Blaster					5.00						Blaster	
Upholsterer	1	Upholsterer						1140-1260	1140 1200 1260				Carriage Trimmer Upholsterer	
		Shade Fitter						1020-1140	1020 1080 1140					
Woodworker	1	Carpenter (Machinist) Machine Worker	\$1320-1440	\$1320 1380 1440	\$1200-1320	\$1200 1260 1320	5.00				Carpenter	Otisville Sanatorium	Cabinet Maker Carriage Body Maker, Fire Dept.	

SKILLED TRADES SERVICE—Continued

Digest of Standard Specifications										Corresponding Present Titles Arranged According to Civil Service Classes				
Group	Cr.	Title	Salary Range for Service Sundays, or Sundays and Holidays	Rates	Salary Range for Service Exclusive of Sundays, Holidays & Saturday Afternoons	Rates	Per Diem Rate 8 Hours	No Time Limit Specified	Rates	Competitive		Non-Competitive		Labor
										Title		Title	Rate Not to Exceed	
Miscellaneous Skilled Worker	1	General Mechanic						\$1200-1400 without maintenance	\$1200 1260 1320 1380 1440					
								900-1140 with maintenance	900 960 1020 1080 1140					

DIGEST OF SPECIFICATIONS—Continued

UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	
Cleaner	1	Cleaner	Men: \$672-840 (full-time service) 30c per hour (part-time service)	\$672						Cleaner (Women)
				696						Cleaner (Men)
				720						Window Cleaner
				744						Cleaner
				768						Cleaner (Women),
				792						Dept. of Education
				816						Cleaner (Men),
				840						Dept. of Education
			Women: 600-768 (full-time service) 25c per hour (part-time service)	600						
				624						
				648						
				672						
				696						
				720						
				744						
				768						
Cleaner (Windows)	720									
	744									
	768									
	792									
	816									
	840									
	864									
	864									

DIGEST OF SPECIFICATIONS—Continued

UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS					CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES							
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE				
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit	Title	
Hostler and Driver	1	Stableman	\$720-840	\$720				Foreman of Stables	\$720*	Dept. of Public Charities	Driver Hostler Stableman Driver, Hospitals	
				744								
				768								
				792								
				816								
				840								
		Hostler	744-864	2.30								
				2.40								
				2.50								
				2.60								
				2.70								
				744								
	Driver	768-888	768									
			792									
			816									
			840									
			864									
			888									
		Per Diem: 2.40-2.70	2.40									
			2.50									
			2.60									
			2.70									
			768									
			792									

* With maintenance.

DIGEST OF SPECIFICATIONS—Continued **UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE—Continued**

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Hostler and Driver— Cont'd			Per Diem: \$2.50-2.80	\$2.50 2.60 2.70 2.80						Title
	2	Stable Foreman	1080-1260	1080 1140 1200 1260						
	3	General Foreman of Stables (Correction)	Per Diem: 4.00 1380-1740	1380 1500 1620 1740						
	4	Superintendent of Stables (Police)	2100-2700	2100 2280 2460 2700						
Journeyman's Helper	1	Blacksmith's Helper Electrician's Helper Elevator Mechanic's Helper Machinist's Helper Marble-setter's Helper Mason's Helper Mechanic's Helper Plumber's Helper Steamfitter's Helper	Per Diem: 2.80-3.00	2.80 2.90 3.00						Electrician's Helper Elevator Con- structor's Helper Machinist's Helper Marble-set- ter's Helper Mason's Helper

DIGEST OF SPECIFICATIONS—Continued

UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE			LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	Department or Other Unit	
Journeyman's Helper— Cont'd											Blacksmith's Helper Boilermaker's Helper Plumber's Helper Steamfitter's Helper
	1	Laborers employed on ordinary unskilled manual labor	\$720-840 in New York City Per Diem: 2.30-2.70 in New York City Per Diem: 1.60 and up outside of New York City	\$720 744 768 792 816 840 2.30 2.40 2.50 2.60 2.70 1.60 1.70 1.80 1.90 2.00			Disinfecter Keeper on the Aqueduct Principal Coal Sampler Storekeeper's Helper Asst. Foreman Foreman General Foreman	Foreman of Laborers Fumigator Laborer	\$720† 600† 1200	Dept. of Public Charities Dept. of Public Charities Otisville Sanatorium Dept. of Water Supply, Gas and Electricity Coal Sampler Laborer—Hospitals Marine Sounder, Dept. of Docks and Ferries	

† With maintenance

DIGEST OF SPECIFICATIONS—Continued
UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE—Continued

Digest of Standard Specifications			Corresponding Present Titles Arranged According to Civil Service Classes							
Group	Gr.	Title.	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit	Title	Title	Rate Not to Exceed	
Laborer— Cont'd		Laborer (Marine Sounder)	\$864-936 in New York City	\$864 888 912 936						
		Laborer (Coal Sampler) and other Laborers employed on difficult manual work requiring some skill and dependability								
			Per Diem: 2.80-3.00 in New York City	2.80 2.90 3.00						
			Per Diem: 2.00 and up outside of New York City	2.00 2.10 2.20 2.30 2.40						
		Superannuated Laborer assigned to light laboring or watchman work	Flat rate: 600							

DIGEST OF SPECIFICATIONS—Continued

UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE—Continued

DIGEST OF STANDARD SPECIFICATIONS				CORRESPONDING PRESENT TITLES ARRANGED ACCORDING TO CIVIL SERVICE CLASSES						
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Laborer— Cont'd	2	Assistant Foreman	\$900-1044* in New York City	\$900 948 996 1044						
			Per Diem: 3.25 in New York City							
	3	Foreman	780 and up outside of New York City	780 828 876 924						
			1080-1260** in New York City	1080 1140 1200 1260						
			Per Diem: 4.00 in New York City							
			960-1080 outside of New York City	960 1020 1080						

* Additional compensation of \$180 may be paid to Assistant Foremen employed 365 days in the year.
 ** Appropriate deduction from salary will be made in the case of Foremen receiving part or full maintenance.

Digest of Standard Specifications				Corresponding Present Titles Arranged According to Civil Service Classes				
Group	Cr.	Title	Salary Range	Rates	Non-Competitive			Labor
					Exempt	Competitive	Rate Not to Exceed	Title
					Title	Title		
Laborer— Cont'd		Foreman Asphalt Worker	\$1200-1440	\$1200 1320 1440				
	4	General Foreman	1380-1920 in New York City	1380 1500 1620 1740 1920				
			1200-1440 outside of New York City	1200 1320 1440				
		General Foreman (Shops)	1380-1920	1380 1500 1620 1740 1920				
	5	Superintendent of Maintenance	2100-2700	2100 2280 2460 2700				

DIGEST OF SPECIFICATIONS—Continued **UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE—Continued**

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	Exempt		Competitive	Non-Competitive		Labor
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Park Worker	1	Park Laborer (Climber and Pruner)	\$720-840	\$720	Supt. of Parks, Brooklyn	Dept. of Parks	Gardener Head Gardener Asst. Supt. of Parks	Gardener-Driver	\$900	Brooklyn Truant School N. Y. Parental School
				744	Supt. of Parks, The Bronx					
				768	Asst. Supt. of Parks, The Bronx					
				792						
				816						
				840						
Park Foreman	2	Park Foreman	960-1200	Per Diem: 2.30-2.70		Dept. of Parks			900	
				2.30						
				2.40						
				2.50						
				2.60						
				2.70						
				960						
				1020						
				1080						
				1140						
Gardener		Gardener	900-1140	Per Diem: 3.25						
				900						
				960						
				1020						
				1080						
				1140						
				Per Diem: 3.00						

DIGEST OF SPECIFICATIONS—Continued

UNSKILLED AND MISCELLANEOUS SUPERVISORY SERVICE—Continued

Digest of Standard Specifications					Corresponding Present Titles Arranged According to Civil Service Classes					
Group	Gr.	Title	Salary Range	Rates	EXEMPT		COMPETITIVE	NON-COMPETITIVE		LABOR
					Title	Department or Other Unit		Title	Rate Not to Exceed	
Park Worker-- Cont'd	3	District Park Fore- man	\$1320-1800 Per Diem: 4.00	\$1320						
				1440						
				1560						
				1680						
				1800						
		Head Gardener	1380-1920	1380						
				1500						
				1620						
				1740						
				1920						
	4	Superintendent of Parks	2700-3960	2700						
				2940						
				3180						
				3420						
				3660						
Miscellaneous Laborer	1	Laborer (Stores)	744-864	744						
				768						
				792						
				816						
				840						
				864						

POSITIONS IN THE CIVIL SERVICE CLASSIFICATION NO LONGER PROVIDED FOR IN THE BUDGET

EXEMPT	COMPETITIVE	NON-COMPETITIVE	LABOR
Clerk's Attendant—City Court Secretary to Board of Assessors Assistant Superintendent of Parks, Manhattan and Richmond Superintendent of Parks, Queens Superintendent of Parks, Manhattan and Rich- mond Superintendent—Board of Water Supply Police	Time Collector, Street Cleaning Service Telegraph Operator Superintendent of Hospital Supplies Inspector of Transit	Pupil Examiner, Department of Pub- lic Charities	Marble Polisher Saw Filer Lighter of Markets

**POSITIONS RECENTLY ESTABLISHED SUBSEQUENT TO THE
COMPLETION OF THE STANDARD SPECIFICATIONS.**

Chairman (Board of Standards and Appeals).
Secretary (Board of Standards and Appeals).
Commissioners of Parole.
Secretary (Board of Parole).
Secretary (Board of Child Welfare).
Supervisor of Training (Defective Children).
Superintendent of Shops (Fire).

**PROPOSED STANDARD FORM OF REPORT ON CHANGES IN THE
STANDARD SPECIFICATIONS FOR PERSONAL SERVICE TO
BE SUBMITTED BY THE COMMITTEE ON SALARIES
AND GRADES TO THE BOARD OF ESTIMATE
AND APPORTIONMENT.**

It is proposed to make changes involving:

	Symbol
The following existing groups and grades.....	
The creation of the following new groups and grades.....	

a—Add the new group of.....in the.....Service, the group definition being as follows:

b—Add the new position of.....involving new duties and qualifications and an appropriate range of compensation as follows:

c—Eliminate the position of.....

d—Change the qualifications for the position of.....as follows:

e—Change the compensation for the position of.....as follows:

f—Change the regulation governing compensation for the position of.....
.....as follows:

g—Change the condition governing advancement for the position of.....
.....as follows:

h—Change the notes on the position of.....as follows:

.....,

.....,

.....,

Committee on Salaries and Grades.

The Municipal Civil Service Commission approves these changes so far as they affect the titles, duties and qualifications of positions and so far as they affect changes in salaries which involve changes in the civil service salary grades.

.....,

Secretary, Municipal Civil Service
Commission.

**ILLUSTRATION OF REPORT ON CHANGES IN THE STANDARD
SPECIFICATIONS FOR PERSONAL SERVICE TO BE SUB-
MITTED BY THE COMMITTEE ON SALARIES AND
GRADES TO THE BOARD OF ESTIMATE
AND APPORTIONMENT.**

It is proposed to make changes involving:

	Symbol
The following existing group: Miscellaneous Instructor Group.....	E Z
The creation of the following new grade: Grade 3.....	3

Add the new position of Supervisor of Training (Defective Children), involving new duties and qualifications and appropriate range of compensation as follows:

DUTIES—

The duties of Supervisors of Training (Defective Children) which involve supervision of teachers, industrial instructors and recreation instructors, are to direct and to be responsible to the head of the institution for the mental, physical and industrial training of persons who are inmates of an institution or a group of institutions for the care and training of mental defectives.

QUALIFICATIONS—

1. Evidence of the completion of a normal course of training, not less than two years in length, at a normal school or other pedagogical training school of recognized standing, including courses in the training of mental defectives, or other educational qualifications recognized by the Municipal Civil Service Commission as qualifying.

2. Experience in the mental, industrial or recreational instruction of mental defectives.

3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

COMPENSATION—

Range of annual compensation—\$1500 to \$2100 inclusive with maintenance.

Salary rates—\$1500, \$1620, \$1740, \$1920, \$2100.

SPECIAL REGULATION GOVERNING COMPENSATION—

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

SPECIAL CONDITION GOVERNING ADVANCEMENT—

The following table indicates the minimum number of years of meritorious service required at each rate before advancement to the next rate:

\$1500	1 year
1620	1 “
1740	2 years
1920	2 “

.....,

.....,

.....,

Committee on Salaries and Grades.

The Municipal Civil Service Commission approves these changes so far as they affect the titles, duties and qualifications of positions and so far as they affect changes in salaries which involve changes in the civil service salary grades.

.....,

Secretary, Municipal Civil Service
Commission.

**PROPOSED RESOLUTION OF THE BOARD OF ESTIMATE AND
APPORTIONMENT PROVIDING FOR APPROVAL OF TITLES
BY THE MUNICIPAL CIVIL SERVICE COMMISSION.**

Resolved, That the Board of Estimate and Apportionment hereby approves the following procedure pending amendments to Sections 56 and 226 of the Charter:

The Board of Estimate and Apportionment shall include in the budget schedules supporting appropriations for salaries, wages and other compensations, only those titles which shall have been approved by the Municipal Civil Service Commission, and shall have been certified to the Board of Estimate and Apportionment by said Commission as being properly descriptive of the duties to be performed and uniform for similar duties.

In recommending to the Board of Aldermen the fixing of salaries of officers or persons, the Board of Estimate and Apportionment shall certify that the titles of such officers or persons have been approved by the Municipal Civil Service Commission.

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